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ABSTRACT

Divided into ten sequential chapters, this book provides a comprehensive consumer guide to home study (correspondence study). Chapters deal with educational alternatives (how to select the best training, pros and cons of home study), what can be learned through home study (yacht designing, gemology, stock market investment, military or job skills upgrading), how one learns (including sample assignments, tests, materials handling, and central site training), profiles of four home study instructors and student opinions and experiences with home study. The four final chapters deal with how to's: evaluating schools before enrolling, enrollment procedures, effective home learning practices, and getting satisfaction from what has been learned. An annotated list of 100 accredited correspondence schools is appended. (MEK)

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There's A School In Your Mailbox

A Book on Home Study

By Dr. G. Howard Poteet

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Introduction

You are about to discover a way to change your entire life.

Here's your opportunity! You can step out from the crowd and become the person you should be. Whatever you desire can be yours.

The secret? This practical book shows you the wealth of knowledge that is available to you through the little known, often misunderstood world of home study.

"Study?" you say. "I've had my fill of the classroom."

Maybe so. But what this useful book describes is something different.

You'll enjoy the fascinating rewards that await you as an independent learner, because home study educators want you to succeed. As you will see, they have developed some ingenious ways of helping you make it.

So, here's your chance. This book shows you that you can be what you want to be. Correspondence study has enabled millions to find a better life. Why not you?

What's your goal? Do you want to start a business or advance in your present job, or are you just looking for something interesting to do? No matter. *Whatever you want, you can get.*

This book shows you how.

"I look upon instruction by mail as one of the most phenomenal developments of this age."

Theodore Roosevelt

"Accredited correspondence schools are meeting a real need in providing educational opportunity for those who find it inconvenient or impossible to attend resident classes."

John F. Kennedy

1

Educational Alternatives

Are you interested in developing your hidden talents and enjoying a better and more interesting life? Do you want to begin a new career, improve your present skills, or develop a new hobby? Perhaps you have decided to complete your high school education. Whatever your goal, there are numerous ways to attain it.

How to Select the Best Training for You

There are many ways to learn. For example, you can teach yourself to do many things simply by going to the library and reading all the books and magazines on the subject that you can find. This may be inexpensive and sometimes effective, but many people can't apply "book learning" to practical on-the-job situations. Also, you may find some books too complicated, some dull, and some out-of-date. Reading books alone isn't enough.

You can also learn by getting someone to show you how to do something. In business, industry, and the military, this is called on-the-job training, or simply OJT. OJT can be very effective. It allows you to develop specific job-related skills. These skills are often transferable to other job situations.

However, most businesses will not take the time and effort to train you, unless you are already an employee. They would rather hire someone who is already experienced. Also, if a firm does agree to train you on the job, you are usually expected to work for a low wage or, in some cases, no wage, while you are learning. Some, in fact, even want to charge you for the training!

Enrolling in a trade school or community college is another popular way of learning. Many people succeed in learning in a classroom. However, there may be problems. The course that you need may not be offered, or it may be given at a time and place that make it unsuitable for you.

You may find that the instructor is inept, the students learn at different rates, or the subject matter itself is old-fashioned or impractical. You may also find that the cost is far too high to make it possible for you to enroll, or that you will have to spend too many months or years in class to suit your needs and plans.

Some businesses have tried to overcome the problems of classroom instruction by conducting their own classes or workshops in person or by using an outside consulting firm or television. Although this is essentially a good idea, it often provides inadequate training. In many cases the facilities that are used are not appropriate for study, the training is usually too short, and often you merely learn what your fellow workers learn – when your real purpose in studying is to surpass them so that you can obtain a better job.

An alternative educational method is currently appealing to more and more people. Correspondence study, or home study as it is usually called, has a unique place in education. For more than one hundred years in the United States, hardworking and serious individuals have used instruction by mail to achieve success. A recent report by the National Center for Education Statistics (a division of the Department of Health, Education, and Welfare) states that nearly one-fourth of the 1.8 million noncollegiate post-secondary vocational students were enrolled in 100 home study schools in 1976. The majority of these students were taking programs in one of the trades that require 12 months to complete.

Why is Home Study Unique?

Can you really learn by taking a home study course instead of sitting in a classroom? Researchers say *yes*. They have concluded that home study offers better instruction at lower cost. Let's see why this is so.

Your instructor comes to you through the mail. You do not have to quit your job, rearrange your working hours, or move to another city in order to receive instruction. You set your own schedule for working on your new career. You won't have to skip supper and rush through traffic to sit for several hours in a stuffy classroom.

You can work at your own pace. You won't be hampered by classmates who are slower than you are or who seem to know more than you do. You won't waste your time while some classmate tries to show off how bright or clever he is by asking questions that are not important to you.

With home study, if you need extra help, you can get it. You won't be embarrassed by having to admit in front of other students that you don't understand. Furthermore, you'll find your home study instructor won't put you off or poke fun at your question. He won't be too busy or uninterested in you to give you a full and direct answer. The one thing that most surprises new home study students is that their teacher wants them to learn.

You will not have personality problems with your instructor. Home study schools have never discriminated against students because of race, color, creed, or sex. Each student is treated exactly alike. There are no teacher's pets, but your instructors do have a personal interest in you.

The tuition cost is low. In fact, a Carnegie commission studying school tuition found that the cost of home study was more reasonable than many other forms of education.

Of course, some courses offered by mail are not obtainable elsewhere at any price. However, assuming that the course you want is available at a local school, you may be surprised at the comparison in prices. The classroom course will almost always be more expensive.

Why? Generally, people forget the hidden costs of attending class, such as transportation, parking, baby-sitting,

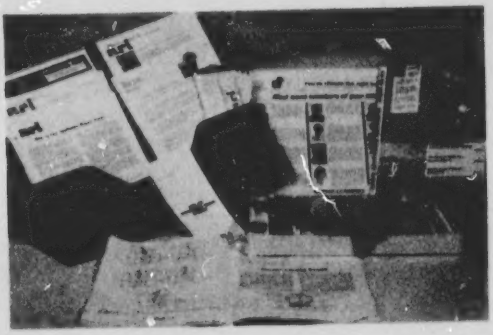
and similar expenses. While you have to pay for a variety of supplies used in a classroom course, the single enrollment fee at a home study school includes all needed materials, even paper and envelopes for answering test questions.

Besides your tuition, your only other home study expense will be the postage required to mail your assignments to the school. In most cases, the school pays postage on materials sent to you.

Let's make a comparison of costs, keeping in mind that as a home study student you do not need to pay for courses you do not need, nor do you pay student activity fees for events you may not wish to attend, or similar expenses which are common at other schools.

Let's suppose you want to take a course in electronics. One well-known home study school charges $185 tuition for a course in basic electronics theory. For this, you will receive twenty-one lessons and exams and seven reference texts. In this course, which you are expected to complete in six months to a year, you will get a solid, general understanding of fundamental electronics theory needed by office and shop personnel, manufacturer's representatives, technical writers, and managers. Remember, this is a course in theory, not practical servicing.

A similar course offered by a typical community college costs $90 and lasts one semester. At first, it appears half as expensive as the home study course, but let's look closer.



This Achievement Kit from NRI contains everything you need to get started. *(Courtesy NRI)*

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The community college course meets once a week for fifteen weeks. In effect, you will have fifteen lessons instead of the twenty-one offered by the home study school. You will also have fewer examinations, certainly not one for every lesson, and sometimes just two – a mid-semester exam and a final exam.

Instead of being supplied with seven texts and additional materials, you will have to purchase them separately. If you examine the community college catalog carefully, you will see that there are other charges which you will be expected to pay in addition to the $90 tuition fee. There is a nonrefundable registration fee of $10, a student activity fee of $15, and a materials fee of $15.

In addition, there are other costs – the hidden costs mentioned earlier. Since the class meets once a week for fifteen weeks, you will probably spend about $2.50 a week for transportation (including gasoline, parking, and tolls), so your total expense will amount to an estimated $37.50. Also, you will probably spend money for a snack or supper which you ordinarily wouldn't spend if you were home. This will run from $2 to $4 an evening. Figuring a low of $2, you will spend a total of $30 over the semester.

Your estimated expenses will add up as follows:

Community College		Home Study School	
Tuition (3 credits @ $30 a credit)	$90.00	Tuition	$185.00
Registration fee (nonrefundable)	10.00	Postage (21 assignments)	3.15
Student activity fee (part-time student rate)	15.00	Total	$188.15
Materials fee	15.00		
Textbooks	23.50		
Pens, pencils, and miscellaneous materials	8.00		
Commuting expenses	37.50		
Supper or snack	30.00		
Total	$229.00		

Even though this estimate is conservative, such common expenses as baby-sitting or outside tutoring fees have not been included. Nevertheless, the home study school is clearly $340.85 less expensive!

A report issued by the National Center for Education Statistics found that the *average* tuition charge for all home study courses surveyed by them was almost $1000 *less* than the average charge for resident school instruction.

In addition, it is worth noting that the home study course contains more lessons and texts. It may even cover subject matter that would require two semesters in a conventional classroom.

For such a course the correspondence school may also supply carefully selected equipment such as a multi-tester or a soldering iron, which you would have to purchase separately, possibly at a higher price, if you enrolled in a local community college or trade school.

Home study schools have never tried to compete with these other types of schools. Even though they are less expensive than many other forms of education, home study schools have not featured their lower tuition. Instead, they have stressed their service to students whose needs couldn't be adequately met by other educational systems.

However, there are additional financial advantages (discussed fully later in this book) that are important to you. You do not have to pay all of your tuition at once at a home study school, whereas you usually must pay your tuition in full in advance elsewhere. Also, most home study courses are designed so that you can start earning back the money spent for tuition right at the start. This is not generally true of courses offered elsewhere.

Home Study Instruction: Geared for Success

In a correspondence course, you can be a "secret learner." No one will know if you fail in attempting to learn something for which you are really unsuited. However, if you do your best, you will find that your instructors will do their

DETERMINING THE POSITION OF THE CRANKSHAFT

The *degree wheel* (or *timing disc* as it is often called) is a device used to indicate the position of the crankshaft in relation to the other engine components — piston, camshaft, etc. As you know, the crankshaft rotates in a complete circle — 360°. Each component of the engine must perform its job when the crankshaft has rotated to a particular position. One way to determine this position is to measure the crankshaft's rotation in degrees past a certain point.

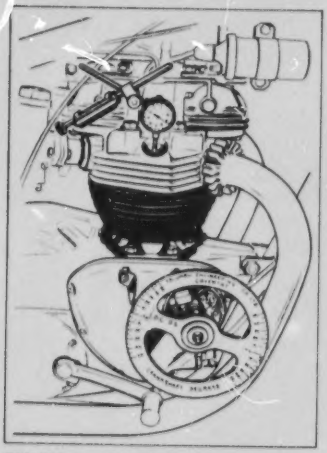


FIGURE 1 — This Triumph engine has been fitted with a degree wheel and a dial indicator. The dial indicator can be used to determine the position of the piston.

For example, starting with the piston at T.D.C. (top dead center), if you rotate the crankshaft 180° (half of a complete circle), the piston will have traveled to the end of its downward movement. All other parts such as camshaft, valve, etc. will also have moved a specified distance or number of degrees. The 180° movement of the crankshaft (or any other number of degrees) can be determined by using the degree wheel.

HOW TO USE THE DEGREE WHEEL

The degree wheel is generally used to indicate the number of degrees the crankshaft has turned, moving the piston from T.D.C. The degree wheel you received is printed on heavy paper. We suggest that you glue the degree wheel to a plastic or metal disc. This will increase the strength of your wheel and prolong its usefulness. A metal disc is preferable because it can be held against a magnetic flywheel by magnetic force. If you glue your degree wheel to a plastic disc and want to use it on a motorcycle with a magnetic flywheel, you can insert two short screws through either side of the wheel and secure the screws with nuts. Magnetic force will then hold the degree wheel against the flywheel. See Figure 2. The hole in the center of the degree wheel can be used to secure the degree wheel to the end of the crankshaft on motorcycles without magnetic flywheels. This is done by using a washer and bolt to attach the degree wheel.

The degree wheel is usually connected to the end of the crankshaft, positioned so the zero degree mark is aligned with an indicator (a reference mark on the crankcase). As the crankshaft is rotated, each degree of rotation is shown by the degree wheel turning with the crankshaft past the reference mark on the crankcase. Each degree the crankshaft turns will cause the piston to move up or down in the cylinder. This piston movement can be measured in inches or millimeters, or can be stated in degrees of crankshaft rotation. See the example in Figure 4.

This page is typical of the clearly written and well-designed lessons you will encounter. *(Courtesy American School of Motorcycle Repair)*

utmost so that you won't fail. They test you to find out what you don't know and then help you learn it.

You will have closer contact with your instructors and more personal help from them than is possible in most other educational systems. In addition, you'll also get more encouragement. Home study schools are success oriented. They do not want you to fail.

The correspondence course you will study is carefully and clearly written in down-to-earth English. You will grasp its content even if you have had absolutely no training or experience. The texts are written in a lively, interesting manner which makes it fun to learn. You will find them

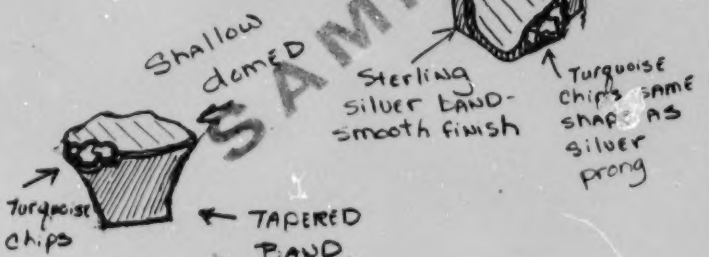
DESIGN OBJECTIVE: Design a ring for a client who brings you a piece of coral which has an unattractive flaw. She likes plain tailored jewelry.

ACHIEVEMENT PLAN

Materials
Metals: Sterling Silver
Stones: 1 Irregular Shape Coral, 3 Turquoise Chips
Other materials:

Execution
Casting:
Lost wax: BAND
Other casting:
Non-cast (specify): Soldered bezel formed metal decoration on bezel.

PROFILE VIEW



(Develop a full frontal view of the piece in the space below. Then show a profile view at left below.)

FRONT VIEW

Silver prong SHAPED like the turquoise chips, protrudes from bezel to cover flaw in coral.

SAMPLE

DESIGN EVALUATOR

When you have completed your design, rate it on each of the following factors. Write "very good," "good," "acceptable" or "poor" next to each of these components of successful jewelry design.

ELEMENTS		PRINCIPLES		(principles, continued)	
Shape	Good	Unity	Good	Opposition	GOOD
Color	Good	Rhythm	acceptable	Variety	GOOD
Line	Acceptable	Balance	acceptable		
Texture	Good	Emphasis	very good		
Value (Space)	acceptable	Proportion	Good		

CONCLUSION: This design
does ✓ does not ___ succeed
in meeting the design objective.

Your assignments will be challenging and relevant to your course of study. *(Courtesy The Jewelry Design Center)*

well-illustrated with practical drawings and photographs selected to make learning easier.

Generally, correspondence courses teach practical things. Thus, you'll learn exactly what you need to know to succeed quickly and efficiently. Instead of poring over dry-as-dust textbooks that put you to sleep, you'll find useful and fascinating information presented in a manner that will keep you wide awake. Best of all, you may be able to apply what you learn each night on your job the next morning.

Instead of spending your free time memorizing pointless facts and figures, you will be led through the parts of your subject that are the most relevant and meaningful to you. Thus, the practical methods used in home study courses will make it easier for you to succeed.

Not only do your instructors tell you what you need to know to make you an expert, but they also show you how to make money with your new ideas and abilities. Depending on the type of course, you'll see how to apply for a new job or how to start in business for yourself.

After you finish your course, your school won't forget you. Many of them keep in touch with graduates months and even years after they have completed the course. Many schools have alumni organizations through which graduates meet and update their training.

Home Study Has Its Pitfalls

Although home study has many advantages, it also has several disadvantages. To learn effectively through home study, you must want to learn. It takes willpower to get results from a home study course. There is no teacher to constantly prod you to get your work done, or to keep you alert in class.

Certain types of learners need face-to-face contact with their teacher. Since most home study student-faculty interactions are by mail or telephone, this face-to-face contact is not present. It is also sometimes a problem for a home study student to find a quiet place to study.

However, if you have initiative, self-discipline, and the desire to learn, then home study may be the most practical method of learning for you.

"I am inclined to think that many adults, after their first home study course, are filled with regret that they had not sooner found this source of real pleasure and profit."

David Thomson

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2

What Can You Learn?

Almost 1500 subjects are taught by correspondence study. You can expand your world in almost any direction you want, from learning how to create small interesting projects to working with larger and more demanding ones. The very rare exceptions are subjects in professions that are restricted by law to resident study.

Learn Yacht Designing

If you like to tackle big projects, try designing your own boat. You may find the work so fascinating that you'll want to make it a career.

The NAEBM-Westlawn School of Yacht Design was founded in 1930 and has taught many persons how to design new boats. Students in this course learn to supervise the building and repairing of boats, make surveys, recommend improvements, act as consultants to owners and to the industry, and, in general, engage in small-craft engineering. In fact, the majority of today's well-known yacht designers are Westlawn alumni.

During the course in yacht design you prepare complete plans, make computations, and draw up specifications for a

CHAPTER FIVE

GENERAL TOOLING FOR FIBERGLASS REINFORCED PLASTIC CASTINGS

There are many ways of manufacturing molds for reinforced plastics. However, the method most commonly used in the boating industry is as follows:

Once the drawings and designs are completed, a full scale mock-up or plug is made. This plug is generally made of wood and follows common wood boat building procedures (Fig. 4). However, since more shape is generally given to fiberglass boats, it might be necessary to use staving and strip planking rather than wide carvel type planking on hull sections.

Once the plug has been given its desired shape, it may be covered with a layer of fiberglass cloth and resin, after which, a thick coat of sanding resin is applied whether or not the cloth has been applied. The sanding resin is generally a special or doctored resin manufactured by all major resin suppliers. Its main purpose is to fill up voids and allow fairing of hollow spots, as well as the fact that in sanding, it does not fill up the sand paper and tends to abraid within itself. The resin is generally a rigid, somewhat brittle material, which when sanded and polished, will give a smooth glossy surface. Once the sanding resin has been applied, the sanding procedure starts, usually with a coarse sanding of 80 or 100 grit Carborundum paper, followed by a sanding with 200 to 300 grade paper, then with a further sanding of 400 grade paper. When the plug has been inspected for fairness of lines, a sanding with 600 wet paper is carried out to remove sanding scratches.

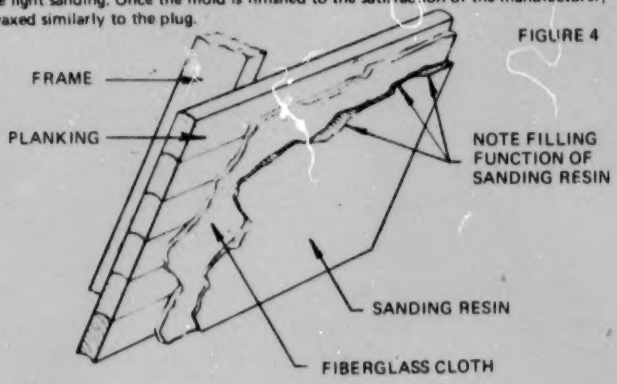
The polishing is accomplished with commercially available buffing and polishing compounds. Electric buffers with wool pads may be used, however, care should be taken to avoid "burning" the plug resin.

The number of layers of fiberglass and the total thickness of the mold depends largely on the type of fiberglass used, as well as the shape and the size of the mold. Generally, molds for wash basins and other small components, range in thickness from 1/8" to 1/4", whereas, cabintop, deck and hull molds range from 1/4" to 3/8" thickness.

Once the desired thickness has been attained, it is necessary to reinforce the mold. This is generally accomplished by the addition of a steel pipe or wood cradle which will form the legs and handling braces for the mold during production cycles.

Once the mold is completed, it may be removed from the plug and given a good polishing and possible light sanding. Once the mold is finished to the satisfaction of the manufacturer, it may be waxed similarly to the plug.

FIGURE 4



A difficult process is discussed in a well-thought-out manner. *(Courtesy School of Yacht Design)*

number of boats of varying types, such as fast open power boats, cruisers, auxiliaries, and sailing boats. You learn calculations for a wet surface, the theory of stability, the theory of sails, rigging and spar sizes, and hundreds of other specialized subjects. All the designs that you produce are your property.

The only other way that you could learn these skills is by becoming an apprentice. If you could find a firm that would accept you, which would be extremely unlikely today, you would spend years working up from tracer to junior draftsman.

The course consists of thirty separate lessons which you must complete with grades of 75% or better. If you do not pass any particular lesson, the paper is returned with comments pointing out your errors and furnishing you with additional help.

Assuming that you can devote three hours a day to study and assignment preparation, you should be able to graduate in three years. Four years is a more common figure. In addition, a unique arrangement has been made with the New York Institute of Technology for college credits toward a B.S. degree.

Want a Better Job?

The ICS Employee/Management Development Division is currently training people for more than 75 of the top 100 companies of the Fortune 500. With over 1400 courses, from apprenticeship and technical skills to management and college degree programs, they can tailor a program to meet any company's needs. Here are some examples of successful programs:

- Cutler-Hammer, Inc. manufactures electrical power distribution equipment and motor controls. Recently, when it found it difficult to hire sales representatives with a knowledge of electrical engineering, the company decided to set up a training program. Finding that local trade school and community college courses were too general and unsuited to Cutler-Hammer's specific needs, management turned to ICS.

The ICS Selective Training Program built a course of study designed to fit the varying needs of the sales representatives, some with degrees as *mechanical* engineers. For example, if a student already knew a sufficient amount about a particular area of electrical theory, he did not need to take part of the course. ICS even developed a fifty-question test for the end of the course to measure a student's skill.

• TRW created the TRW Upgrader Program which uses ICS courses to upgrade the skills of TRW employees. Unskilled employees who qualify for an opening in a skilled trade area of the company are given on-the-job training supplemented with ICS courses. Passing this probationary period, the employee enters a six-year craft development program. At the end, he is a fully qualified journeyman at his trade, two years sooner than he would have been if he had taken any other route.

• The Chemical and Metallurgical Division of GTE Sylvania used ICS Manpower Development Seminars to show personnel how to plan, organize, motivate, coordinate, and control – the skills necessary for successful supervision. Was it successful? One of the several hundred participants voiced the opinion held by the vast majority when he said, "I would recommend this course to all supervisors. I know it helped me in many ways."

Numerous other accredited schools also offer courses to upgrade job skills, and more than 6000 businesses have provided their employees with such correspondence courses to upgrade their skills. Large corporations such as the American Telephone and Telegraph Company, the Bulova Watch Company, General Motors, IBM, Texas Instruments, and Zenith have used home study courses in training their own employees.

In addition, for many years, such firms as the Republic Steel Corporation, the International Printing and Pressmen and Assistants Union of North America, and American Cast Iron Pipe Company have required their apprentices to complete home study courses as part of their training.

The executives of these large corporations are enthusiastic about the effectiveness of such training. Said I.D. Daniels of General Electric: "The electronics industry owes a

debt of gratitude to the many home study schools offering radio-TV courses."

Kimberly-Clark, the famous manufacturer of paper products, goes a step further in that its employees may take courses for self-improvement that are not job-related. That is, they may take almost any course they wish, even painting, art appreciation, and music. These courses are related to "total personal development" rather than on-the-job training or upgrading job skills, according to President Harry J. Sheerin. He has stated that "the effective person, the person whose contribution is most valuable to the corporation, we believe, tends to be the whole person, the involved and aware and self-renewing person. We want to make it possible for each of our employees to be that kind of person."

Want to Enhance Your Military Career?

Can you imagine being in school with more than a quarter of a million students? The Extension Course Institute of the United States Air Force recently had that many students enrolled in its 436 courses. To give you some perspective, most large community colleges would be bursting at the seams if their enrollments reached 15,000 students. Columbia University, with more than 3000 teachers and professors, has 26,000 students, and the University of California claims close to 40,000 students. Thus, ECI may be the largest school of any kind in the world.

ECI began on May 1, 1950, and five years later awarded its 100,000th diploma. At present, the school has enrolled a total of seven million students.

The curriculum consists of three categories of courses: professional military education, specialized courses, and career development courses. The courses include self-teaching texts and workbooks, review exercises, examinations, and examination and test scoring by an electronic scanner-computer. They are offered free to Air Force personnel. High quality is maintained in the courses. Recently, the Alabama Department of Education verified the ECI training as being

comparable in quality and content to that offered by postsecondary technical schools in that state.

Students enrolled in courses in aircraft maintenance or electronics, for example, study materials that are carefully written in a conversational style and amply illustrated. They take exams at the end of the course. If they do not pass, they are permitted to take another form of the exam. Although some students drop out, only about 2% of the students completing these courses flunk out!

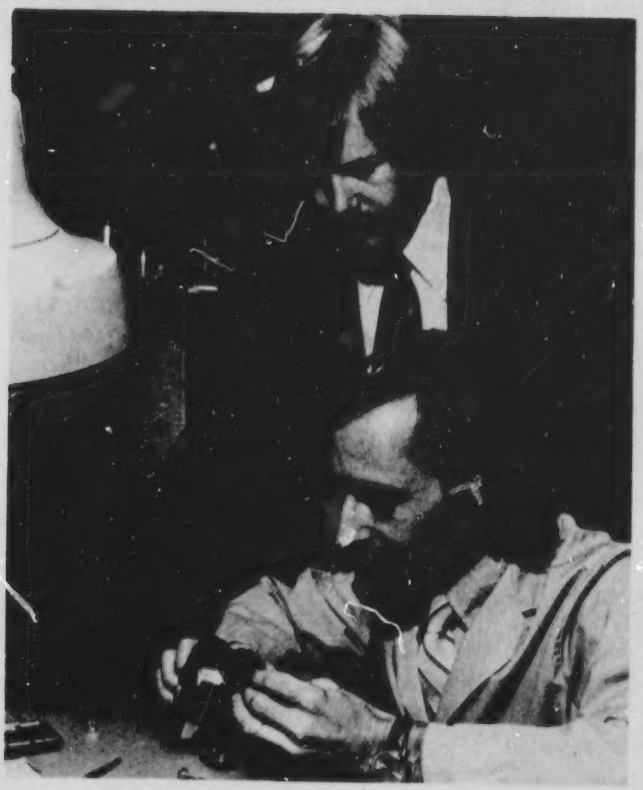
Want a New Job?

Jobs await you in areas you may never have considered. You can make money in photography without ever taking pictures. Many mechanically inclined individuals are becoming photo equipment technicians. National Camera offers both a resident program and a home study course in repairing and servicing photographic equipment.

In this course, you learn the principles of service and repair of multiple speed shutters, exposure control systems, and many other camera components. The school supplies you with forty texts, and you will need to spend about fifteen hours a week to complete your training in one year. You receive a complete selection of precision tools selected for the work you will perform, as well as repair materials to use and keep. The school also loans precision tools that would be found in most camera repair shops. You are also supplied with practice equipment.

While you spend only about a year in the course, you will have actual experience with repairs and servicing techniques that would be hard to find in years of on-the-job training. You are expected to complete at least four assignments a month for a total of 800 hours of study and training (1500 hours of work and training for a resident student).

There is a critical shortage of camera repair technicians in the United States, and National Camera seems to be the only school training them. The school also trains students for photographic equipment sales.



Camera repair personnel are in great demand. *(Courtesy National Camera)*

There are over 500 different types of jobs that you can learn through correspondence study. One area that has great appeal today is health care services.

A typical home study school in the growing health care field is Herzing Institutes, which prepares students for careers as medical receptionists, medical office assistants, medical transcribers, and medical secretaries.

One section of the Herzing program deals with assisting the doctor and handling typical medical and insurance forms and correspondence. In the other major section, medical

terminology and transcription are taught. "Pronunciation cassettes" make the medical terminology real and easily understood. In addition, students listen to and transcribe twenty-four authentic clinical summaries, operative summaries, and hospital discharge summaries. These audio cassettes bring a medical secretary instructor, a medical transcriber, and a practicing medical doctor right to you to teach you everything you need to know.

Although most students have basic typing skills when they enroll, the school will provide either introductory typing instructions or more advanced drills. The course does not prepare you for a typist's job. However, although a doctor, clinic, or hospital will take the time to train you in clinical practices, they will not take the time to teach you to type. They will expect you to bring that skill to the job. The same thing is true of a knowledge of medical terminology.

This training can be used in many ways. Trained medical transcribers type up recorded and dictated commentaries on patients' care and services in hospitals and clinics. Medical secretaries are employed at clinics and hospitals. Many work in physicians' offices as receptionists, assisting in obtaining patient data and vital signs and handling correspondence and billing, insurance forms, and claims. The work is interesting and rewarding.

Unusual but Profitable Courses

A school to show you how to make money? The Stock Market Institute teaches serious investors how to make profits.

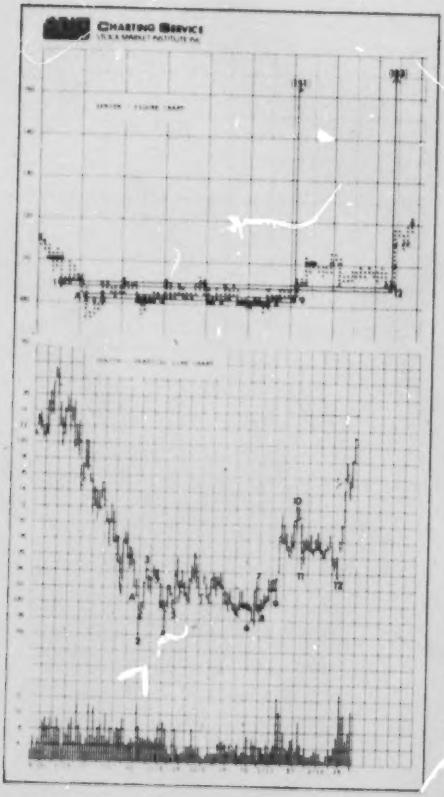
"About a third of our students come to us through referrals by past or present students," says A. Ray Freeman, the firm's president. "They are scattered from the DEW Line to the Mason Dixon Line, from South Carolina to Switzerland and beyond."

About 25% of these students are professionals, stock brokers, and floor traders. The rest are private investors.

This unique school was begun in 1932 by a self-made millionaire, Richard D. Wyckoff, one of the founders of the

New York Curb Exchange, and well-known on the American Stock Exchange. Using Wyckoff's time-tested axioms, the course has been kept up-to-date with the addition of new principles.

"The course is not a magic formula or an advisory service," says Freeman. "It provides training in proven



Directions: The important points on the above chart have been identified by a number. These are explained in the correspondingly numbered paragraphs at the right. The letter 'A' on the chart is discussed in a recording available free upon request.

1 Preliminary Support
This is a point prior to the selling climax where the first meaningful buying takes place to overcome supply temporarily.

2 Selling Climax
A point at which the fears and frustrations of many holders of stock give in to the urge to sell. More knowledgeable people buy everything offered. This usually "cleans out" the supply and leads to the

3 Automatic Rally
With little supply, the price "floats" upward until it reaches sellers.

4 Secondary Test
An attempt by the stock to resume the decline. A test of the amount of supply still present.

5 Secondary Test
The high volume (supply) in the first secondary test (point 4) caused the stock to test again.

6 Spring
More testing. Has the effect of shaking out additional "loose" stock. If supply is extremely heavy, stock at this point will resume decline.

7 Minor Sign of Strength
Following the spring, or supply test, the stock snaps upward easily, giving evidence of strength and good demand.

8 Minor Last Point of Support
If it holds here, a rally of greater proportion will likely get under way.

9 Minor Point of Support
Price breaks minor uptrend across points 6 and 8 on low volume and is quickly elevated by good demand closing on top.

10 Major Sign of Strength
Strong demand drives the price up out of the trading range on wide spread.

11 Shakeout
Sharp decline on wide spread. Has all the earmarks of a resumption of the decline, but supply is inadequate to keep it going down.

12 Major Last Point of Support
One last test of supply. (Look at extremely low volume on that day.) A major advance is about to begin.

Here's an example of the useful charts supplied with a stock market course. *(Courtesy Stock Market Institute)*

principles which allow the individual investor to analyze trends, evaluate market conditions intelligently, and make trading decisions based on the disciplined application of the laws of the market and human behavior."

Students receive a thirty-eight lesson program using textbooks, tape-recorded lectures, daily market reports, and a weekly stock market charting service. Progress is checked by instructors and a computer through the school's individualized "Performance Game" which begins after the twenty-fifth lesson.

At that time, students begin making "paper" investments. The SMI computerized brokerage simulation not only tells how successful they are, but also prints out projections of future results.

"Virtually unlimited personal coaching is available for students," according to Freeman. "They are invited to come in, write, or phone for consultation."

In addition to training for profit through the stock market, there is another highly specialized training available by mail which will make you an expert in the big money field of jewelry and diamonds.

"The most important qualification for any responsible position in the jewelry field should be the completion of a GIA Diamond and Colored Stone Course," says one jewelry expert, Fabian S. Mack of Mack's Jewelers, Inc., in Baker, Oregon.

GIA, the Gemological Institute of America, is the nonprofit educational organization of the jewelry industry. Established in 1931 by Robert M. Shipley, the school conducts one- and two-week full-time resident courses in California and New York as well as home study courses.

The average assignment can be completed in about three hours. The popular forty-four lesson diamond course takes about ten months to finish. In addition to the lessons, you receive real diamonds on loan for grading practice. This is what home study educators call "hands-on" training!

The Colored Stone Course is the same length but shows you how to recognize, evaluate, buy, and sell colored stones, pearls, and synthetics. You learn what makes a gemstone -- how it is different from ordinary minerals and what makes it

valuable. This may be followed by a Gem Identification Course which includes stones that you may keep.

The Pearl Course will make you an expert in the world's second largest gem market. The course contains twenty-one lessons and sets of pearls loaned for grading and appraisal.

Other courses which are offered are the Jewelry Design Course, a Creative Display Course, and a Jewelry Retail Course. Lessons in these courses are accompanied by a questionnaire or worksheet that is completed and returned by the student for grading.

28

"The private [home study] schools, the matchbox universities, are the best."

John Coyne and Tom Hebert
This Way Out, 1972

"Their [private home study school] courses are generally even better designed and more pleasant to use than those produced by universities. These institutions can put more money into the development of their courses than the universities can, so they usually include kits, multimedia, and other learning aids in their lessons."

Ronald Gross
The Lifelong Learner, 1977

3

How Do You Learn?

The most exciting part of home study is the *way* you learn. You look forward to completing each lesson and mailing it off to your instructor because you know that in a few days you'll get the assignment back with his corrections and suggestions.

Correspondence course teaching is often done in some unusual and interesting ways, as you will see in this chapter.

Learn to be an Artist

Art Instruction Schools began teaching aspiring artists in 1914. Since then its students have met with great success in the art world. You've heard their names – Ham Fisher, the creator of *Joe Palooka*; Gus Edson, who drew *The Gumps*; Walter Early, who created Elsie, the Borden Cow; and Charles Schultz, the father of the *Peanuts* comic strip.

There are many more artists whose names you might not know, but whose work you've surely seen. For example, Grace Correll has designed wallpaper sold throughout the United States, Jim Bently has done illustrations for the covers of countless books, and Joyce Dester has created fashion illustrations published nationwide. And the list goes on and on.

The instructor will show you how to improve your artwork by drawing directly over your work on overlays. The student's effort is shown above, and the instructor's sketch and comments are on the facing page. *(Courtesy Art Instruction Schools)*

The course is taught much like other art courses. Students work on assignments and the instructor criticizes their work just as he might do in an art classroom. That is really the only way art can be taught successfully.

Most people take the course for self-improvement, but many students make successful careers out of what they learn. The opportunities are great. The *Dictionary of Occupational Titles* lists over 100 art and art-related careers.

Art Instruction Schools offers a single course with two parts. The first part, Fundamentals of Art, consists of twenty-seven lessons and a final exam. You will probably be able to finish this in about 1000 hours of study and practice over a two-year period. In this course, you draw and sketch

GOOD CHARACTER, TRENDA
B.
SOFTEN THE STROKES FOR THE HAIR.
SHOW THE FORM OF THE HEAD USING MORE TONE —
THE UPPER LIP IS IN SHADOW AND SHOULD BE MUCH DARKER

in a variety of media such as pencil, ink, opaque, and wash. Your instructor will correct your drawings by the use of transparent overlays. On these sheets of paper, he'll point out how you can improve your work by making some lines darker, some lighter, or omitting some altogether. In addition to his drawing demonstration, you'll receive a personal letter from him explaining how you can improve your skills.

In a resident school, the artist-instructor will also correct your work, but his correction will often be only a few casual words. A home study school will give you close and careful personal attention. Also, you can keep the critique and refer to it at any time you want. When you complete the course

ART INSTRUCTION SCHOOLS, INC. – PALMER WRITERS SCHOOL, INC.

500 South Fourth Street, Minneapolis, Minnesota 55415

53270-30

February 2, 1978

Dear Cheri:

I enjoyed having a chance to evaluate your sketches and final design of the bird for Assignment No. 13. Here was your opportunity to be creative and come up with an original piece of art. Your work shows a real creative effort.

We asked you to send us some sketches. We wanted to see some of your experiments. Artists think on paper...they try various approaches and wind up throwing away the weak ideas and keeping their better ones. You can do this when you are working small because small sketches don't take a lot of time or material. Your sketches show some experimentation, but notice in my comments how I have tried to suggest different experiments that will improve your designs.

Please look at the tissue I have sent showing the step-by-step development of a bison design. It shows a good way to work. Study how it was developed by adding new shapes and repeating values to add balance and unity to the design.

When I consider how well a student has done in designing, I consider a number of aspects of design. As you learned, a designer puts new shapes and forms on the subject he's designing. He alters, exaggerates, distorts by changing sizes, and relationships of parts, eliminating shapes and parts. On this bird, I look to see whether the student has followed these design principles rather than working realistically. I look at the colors, too. What theme color was chosen, if any was used? Is it used throughout the design? And, did the student choose either an analogous or complementary color scheme? I also look to see how a student has simplified or exaggerated the surface patterns on the bird.

On the demonstration I prepared for you, I followed the principles of design (rhythm, balance and emphasis). My artwork and comments will give you some ideas to guide you in future design projects.

I also recommend that you begin to collect good design examples from newspapers, magazines, package designs, posters, banners, etc. and study how each designer followed the principles of good design. Continue to experiment with designing. The principles you will learn will be applicable to many types of artwork.

I'm glad you did well on this bird design and hope you enjoyed doing it.

Best wishes,

Midge Arredondo

Home study art school famous for its students for over 60 years

Accredited by the Accrediting Commission of the National Home Study Council

A letter from your instructor explaining how to improve your drawings and sketches can be filed for future reference. This is impossible with a classroom teacher's comments. *(Courtesy Art Instruction Schools)*

and take the final exam and pass it, you'll get a certificate of completion.

The second part of the course which you may take after finishing Fundamentals of Art is entitled Specialized Art. In this course, you'll complete twenty-seven lessons and a final exam. This course usually requires 1400 hours for completion; most students make it in two years or less. The work is more challenging and advanced. Based on information from the Fundamentals of Art course, you'll begin in other media and with advanced techniques.

The American Council on Education has approved the offering of college credit for these courses. The ACE recommends that 12 to 18 semester hours of credit be given for Fundamentals of Art and that 20 to 28 semester hours of credit be given for Specialized Art. The determination of how much credit is made by the college to which you apply.

In order to obtain college credit (which is equal to about a year and a half of full-time college study in art), you'll need to fulfill all art assignments, finish your payments for the course, and submit a portfolio – a collection of your best work. However, you do not have to go through the entire course to obtain credit. There are three segments of the fundamentals course and two segments of the specialized course. Each segment can be offered for college credit upon completion. In addition, the course offers much information on how to analyze markets and sell your work even if you decide not to obtain college credit.

Truck Driving

Teach truck driving by correspondence? Yes, the MTA Truck Driver School in Elizabethtown, Pennsylvania, professionally trains drivers through a combination home study and residence course. It has been doing so since 1968.

Students enroll first for the home study portion of the course; upon its completion, they register for the residence portion of the course.

MTA President Bill Yocom points out that many truck drivers now on the road never went to truck driving

school but learned by trial and error on the job. "The accident rates show it," he says. "Because of the critical need for better truck drivers, the Department of Transportation has recently amended its regulations, making it necessary for a new driver involved in interstate commerce to pass a written examination based on the Department of Transportation's Rules and Regulations. In addition, he must also pass a road test."

The MTA Truck Driver School begins its training with a home study course that covers the techniques and characteristics of operating a tractor trailer, the types of equipment and their regulations and use, the Department of Transportation's Rules and Regulations and how to abide by them, and techniques of first aid and fire prevention.

Most students take about six months to complete this forty-lesson portion of the course. The actual driving itself, of course, cannot be learned through home study. Practice behind the wheel is necessary.

When you pass the theory section of the course with an average of 70% or higher, you come to Elizabethtown, Pennsylvania, for four-and-one-half weeks of training which lasts a full 180 hours. If you are already employed and must attend the residence course part-time, you will have to spend nine hours a day on Saturdays and Sundays for a total of ten weekends.

The school arranges for 400 students to stay at a local motel, but you have to pay an additional amount for your room and board. This is not included in the tuition.

The minor part of the residence training time spent in the classroom includes lectures, discussions, and demonstrations that stress the importance of safe and legal tractor trailer operation. Outside the small orientation building, students practice driving full-sized rigs over seventeen acres of macadam surface. Over-the-road driving practice also includes driving a loaded vehicle on a variety of highways within fifty miles of the school.

To qualify for this training, you must be at least eighteen years old, have an acceptable driving record, possess a valid driver's license for a period of at least two years, meet all the driver qualifications established by the Bureau of Motor

The road equipment used in teaching you to drive is top notch! *(Courtesy MTA)*

Carrier Safety (including a physical examination), and have had prior experience on a clutch-type vehicle. You should know that the minimum age for interstate drivers is twenty-one. Drivers may drive in intrastate commerce (not outside the state) at eighteen.

Helping Parents Cope

When Mrs. Spencer Tracy found that her twenty-month-old son John was deaf, her doctor told her, "There is nothing medicine can do for him, but you know what you can do about it. John can learn to talk, he can learn to lip-read, he can go through a university, he can do almost anything a hearing person can do."

Mrs. Tracy says that she has never forgotten that moment, and she has passed on what she learned to many other parents through the John Tracy Clinic, an educational center for preschool deaf children and their parents.

The tuition-free correspondence course offered by the clinic consists of twelve lessons spread over a period ranging from one to two years, the length of time depending upon the child's age and readiness. Since no two children are alike, the program is adapted to the individual youngster through the exchange of personal letters between parents and teachers at the clinic.

As Mrs. Tracy says, "The course does not involve work, but thought. For instance, it should not be work to talk to your baby, but talking productively, leading to an understanding of words through lipreading, sometimes – most times – takes thought, imagination, ingenuity, patience, faith, and humor. It involves the building up of qualities within yourself."

That is what the John Tracy Clinic Course is all about. It contains a wealth of information and specific directions for using that information to help bring a deaf child in touch with the hearing world. But most of all, the course shows parents how to find those qualities within themselves to accept the reality of their child's hearing loss and to work with it. Only by helping themselves can they help their child.

The clinic offers a course in English and Spanish to parents of deaf children anywhere in the world. It has been translated into eighteen foreign languages, and has been used by families in 124 countries.

Another program, for parents of preschool deaf-blind children, is also available throughout the United States. This correspondence program offers support to parents and learning material for their children in communication, motor development, and self-care skills.

The clinic also offers a free consultation service, classes for parents, a demonstration nursery school and home program, individual tutoring, psychological counseling for parents, a teacher training course, and a six-week summer session.

Said one parent of the course, "Everything in your course opened my eyes and Paul's ears." Another said, "The correspondence course was like a lifeline when I needed it most; the summer session was like being pulled on the ship." From another parent came a statement that seemed to sum it

all up: "I sincerely appreciate your helping me to see I have a little boy with a hearing loss and not a hearing loss with a little boy."

Small Engine Servicing

Right now there are over forty-six million small engines in use across America, and that number is growing by one million new engines each month. The Belsaw Institute of Small Engine Repair will train you to service and repair them.

"Even simple repair jobs are beyond the knowledge of the average owner," says George Doetzel, director of Belsaw Institute, "and that's why he will seek out *your* specialized skills and knowledge. It's common for a good small engine man to have far more work than he can handle."

The Kansas City based school is sponsored by the Belsaw Machinery Company, a major corporation with a fifty-year, worldwide reputation for helping men and women establish themselves in profitable businesses. The firm has provided teaching materials and precision equipment for successful technicians throughout the United States and in nearly every free country in the world.

The school will supply all the special tools, equipment, and supplies needed to complete your training. You receive forty-two clearly written lessons plus two advanced sections. Each lesson is clearly illustrated with both photographs and exploded drawings. You can learn to service small engines no matter what your age or previous schooling. "You need some common sense," says Doetzel, "and the willingness to learn by doing."

As you complete each lesson, you mail back the material in the envelopes provided by Belsaw. Your instructor will carefully grade your work and return it with his comments and suggestions.

You will get specially selected tools such as a twenty-one piece 1/4 inch and 3/8 inch socket wrench set, "C" clamps, a small engine valve lifter, screwdrivers, needlenose pliers, regular pliers, feeler gauges, and similar quality tools.

In addition, Belsaw supplies you with a brand-new 4-hp Clinton engine as a vital part of your training. "When you finish working with it," says Doetzel, "you can install the engine at a profit which you may want to use to pay yourself back a substantial part of the cost of your training."

An important part of the Belsaw course is the complete instruction you get in establishing a profitable small engine service business. You will be shown how to get started on a shoestring and how to operate from home or open your shop elsewhere, as well as how to set prices and advertise. In addition, you'll be shown how to keep records and build your business step by step.

Belsaw supplies business cards designed by a well-known advertising firm to bring in extra business right from the start. "This course," says Doetzel, "is ideal for the young man who wants to start his own business part time and then expand to full time. In addition, an older person will find that it's a wonderful way to remain useful and active."

After you finish the basic lessons (for which you will receive a diploma in Basic Engine Repair), you can continue with the extra lessons in advanced engine repair at no extra charge. Upon completion, the school will award you a second diploma – this one in advanced engine repair.

The Longest and Toughest Home Study Course in the World

Want to take a course that will take almost 4000 hours or four years to complete, that will require that you read and write in precise terms about the ideas of great philosophers, brilliant chancellors, outstanding judges, arrogant traitors – a study of life's interrelations? You will have a total of forty-five examinations: mostly essay types and one general review of 500 questions which most students answer in 200 or more double-spaced typed pages. There is a grueling exam at the end of the first year of study and another even more grueling test at the end of the fourth year.

Sounds rough, doesn't it? It is. Yet, in the past fifteen years, 500 LaSalle Extension University law students have

completed the course and passed the California State Bar Examination, thus becoming attorneys.

California is the only state where it is possible to meet the requirements for admission to the practice of law by taking a correspondence course. To sit for the California Bar Exam as a LaSalle student, you must: (1) complete two years' study toward a bachelor's degree at a college or university approved by the California Bar Examining Committee, or the equivalent as defined by the Examining Committee, before beginning to study law; (2) pass the California first-year law student examination after the first year of law study and before continuing further law study; and (3) devote 864 hours per year to diligent study of the LaSalle law course for four years.

Students who complete this home study course must be exceptional. However, it is the only way that some of them could have found the time to become attorneys. Dr. Edwin Sabljaka, a Milwaukee surgeon, enrolled and became both a doctor and a lawyer. Conrad Bjornlie became both a Certified Public Accountant and a lawyer entirely through LaSalle courses. Living in Montana, he became a member of the State Board of CPA Examiners. Upon retirement, he set up a legal practice in California specializing in estate planning in matters involving sophisticated accounting concepts.

One unusual student was Commander Tom Doyle, who completed the LaSalle course while isolated at the South Pole in an igloo built by the U.S. Geodetic Survey Department. Age has little or no meaning in home study – one student passed the bar exam at age 65. Resident schools probably wouldn't have admitted him because of his age.

The number of LaSalle law students who have achieved great heights is extraordinary. For example, Lieutenant Governor Mervyn Dymally of California, the senior black office holder in America; Dr. Nnamoi Azikiwe, the first president of Nigeria; Harold Arthur, former governor of Vermont; and Chief Justice Duckworth of the Georgia Supreme Court all were LaSalle law students.

Two students became U.S. Senators and several became members of Congress. The number of state senators, state

representatives, mayors, and municipal officials who have been graduates of LaSalle Extension University is remarkable.

Dr. Charles B. Marshall, the vice-president for education at LaSalle, himself a lawyer, speaks fondly of one of the all-time best students, Francis Fosdick. "Francis was a United Airlines 727 pilot – we've had a tremendous number of pilots who've become lawyers through LaSalle. Francis lived in Vienna, Virginia. In any event, Francis noted that, being a person of very high moral character, he always liked to put his long breaks when he was not flying to good use.

"So often an airline pilot will fly six or eight hours and then, to comply with federal requirements, he must be grounded for a number of rest hours. The net result was that Francis found himself in this city or that city, laying over for a day or two before he could fly again.

"He got the idea of pursuing our correspondence course in law. He did the course brilliantly and passed the Virginia Bar on the first try."

Even if you can't see yourself enrolling in this long and difficult course, you may find the study of law interesting. LaSalle offers several other shorter law courses designed to give business executives and other lay persons, as well as law enforcement officers, a basic understanding of this absorbing subject.

4

What Does a Home Study School Look Like?

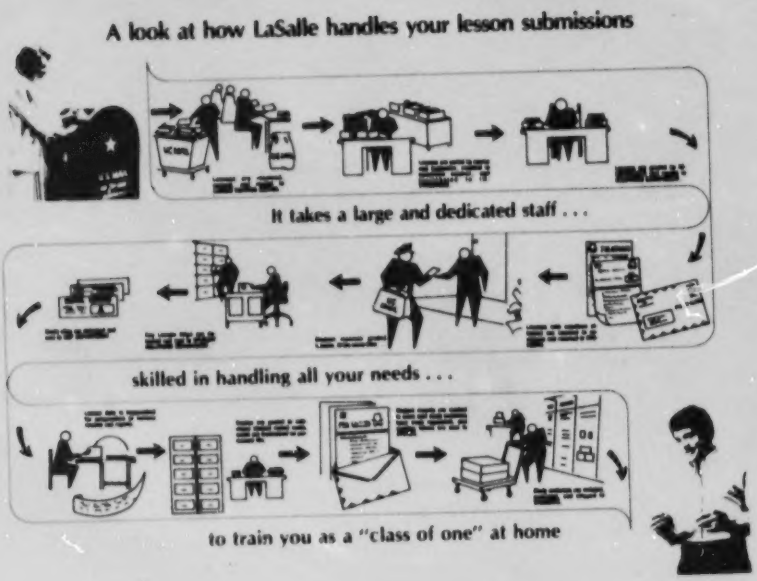
Home study schools differ from resident schools in that they have no classrooms. Instead, they may use your kitchen, bedroom, office, or local library as a classroom.

What Happens to Your Assignments?

The easiest way to see how a correspondence school operates is by using an example. Suppose that you are taking a course in electronics. After you finish the assignment, you put it in the envelope, being sure to print your name and address as well as your student number on the lesson and the envelope. You put a stamp on the envelope and drop it in the nearest mailbox.

When your lesson arrives at the school, the envelope is opened and your lesson, along with those of other students, is routed to the lesson sorting center. Here all the assignments are sorted by course and instructor.

Next, your lesson is sent to your instructor. He may correct your paper by hand with a red or blue pencil or, in some cases, he may use a machine to correct it, just as is done in resident schools. He gives the paper a grade, and inspects your paper to see where you may need additional help. To make it easy for you to understand the lesson, he will usually


A look at how LaSalle handles your lesson submissions
It takes a large and dedicated staff . . .
skilled in handling all your needs . . .
to train you as a "class of one" at home

A look at how LaSalle handles your lesson submissions. *(Courtesy LaSalle)*

attach a sheet containing the answers the way he would have written them if he were taking the test. He may also write a personal letter to you discussing your work. He then sends your paper on to the student relations department. Here the grade on your paper is recorded on your permanent records. This may be done by hand or by storing your records in a computer, just as is done in resident schools.

The student relations department will determine whether it is time to send you additional lessons and other materials. The information is also compiled with that of other students so that the school can use it to prepare various reports and records.

The time involved in correcting your paper, recording your grade, determining if it is time to send you new materials, and mailing out your corrected lesson is often less than if your paper were corrected in a resident school. The time that is taken by the post office in sending and delivering

SAMPLE GRADED EXAMINATION — You did real well, Hal! — 94

MACHINE SHOP OPERATIONS AND SETUPS

EXAMINATION 5—Internal and External Lathe Operations and Setups

Study pages 183 to 239 in the textbook

Student's Name HAL BURNDT Student Number 963457

Street BRADFORD City JACKSON State OHIO Zip Code 45640

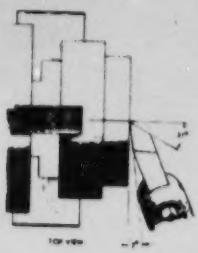
X 1. The tool to use in checking a workpiece mounted in a four-jaw chuck to see if it is accurately centered is a—

See page 184

(a) surface gage ← could be used but not for accurate centering.
(b) dial indicator
c. center gage

You overlooked the key word.

X 2. To face work mounted in a lathe chuck as shown, the top cutting edge of the tool bit must be set—



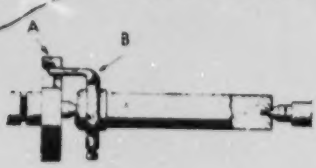
See page 185

(a) on the centerline of the work
(b) slightly above the centerline of the work
c. below the work centerline

This is done for turning cuts but not for facing.

(A) B C D 3. When facing work, it is always necessary to lock the carriage to the lathe bed.

4. Write the name of the two work-holding devices (labeled A and B in this illustration) which must be used when turning or facing work between centers on a lathe.



A DRIVE PLATE

B LATHE DOG

A sample graded examination. *(Courtesy American School)*

44

your lessons makes it come out about equal to the time taken by classroom teachers to grade and return papers.

This well-thought-out system for handling your assignments actually cuts costs. Because your instructor is a specialist, his or her time is devoted solely to correcting students' work. Instead of using expert instructors to do simple tasks as is usually done in resident schools, home study institutions assign these tasks to clerical employees. In this manner, the home study teacher can spend his valuable time doing what he was hired to do – teach.

But, what if you run into a problem? What if you hit an idea that doesn't make sense to you, no matter how many times you read it over and think about it? Your instructor will be more than happy to give you additional explanations and advice. Write to him, using the school's standard "consultation form" for the quickest response.

State the exact page of the lesson where you ran into difficulty, and explain the problem as simply as you can. Sometimes in asking the question, you will see something that you didn't see before and you may figure out the answer. If not, mail the form off to your instructor; in a few days, you will get a reply. Some schools answer technical questions by telephone.

In addition, you may be working in a course in which you want to put what you have learned into actual practice. Suppose, for example, that you want to repair a tape recorder. By using the techniques that you have already learned, you are unable to get it to work the way it should.

Using the school's "consultation form," give the make and model number and explain the problem. State what you have done and what the device is doing. Mail the letter off. In a few days, you'll get a reply showing you how to correct the situation.

As Jack Thompson, president of NRI, says, "Helping NRI students through student counseling is an important part of our work here at the institute. In my years of working with hundreds of NRI students, there is hardly a problem that we have not worked out together. Very often a fresh view can aid in reaching a solution."

The McGraw-Hill Center for Continuing Education
3939 Wisconsin Avenue, NW Washington, D.C. 20016 Telephone (202) 244-1900

nri

January 5, 1979

Mr. G. Howard Poteet
139 Sunrise Terrace
Cedar Grove NJ 07009

Dear Mr. Poteet:

It is always my pleasure to have the opportunity to help clear up your technical, lesson study and practical servicing problems.

Therefore, I have enclosed a copy of complete service information covering your Bell and Howell Model 2433A tape stereo recorder. Included with this service information is a trouble chart which indicates procedures you can follow to clear up specific symptoms. However, the symptoms you now have with your tape recorder are not listed.

You indicate the symptom is a loud hum with lack of either record or play-back operation. It would seem that the most likely section of the recorder that would cause the symptoms would be in the power supply. Parts in the power supply that would, if defective, cause the symptoms are filter capacitors and rectifiers. The filters you should check are listed in the diagram as C75, C77, C76, C110, C109, and C108. It is also advisable to check C107.

The power supply has two transistor filters- TR13 and TR24. These transistors should also be checked although they are less likely to be faulty as compared with power rectifiers and filter electrolytic capacitors.

I'm glad you brought these matters to my attention. Let me know if I can be of further assistance. I know we can always work together to clear up your technical problems.

Cordially yours,

Senior NRI Instructor

eb

accredited by the Accrediting Commission of the National Home Study Council

The reply to a request for help in solving a servicing problem. *(Courtesy NRI)*

Correcting assignments and giving students instruction and encouragement are only some of the functions of a home study school. One important section that you will probably never see is the research and development division.

In this part of the home study school, administrators, faculty, and staff plan and discuss new programs and improve continuing ones. If a technical innovation such as CB radio or digital electronics creates a need for trained personnel to build, service, and maintain it, this division of the school figures out how, when, and where a course should be written.

Professionals working in the specialized area being considered are asked what students need to know, and a course is outlined. Staff writers and educators work with the experts to create accurate and interesting materials for student use. They write the text, make up quizzes and tests, and create audio-visual learning aids.

A group of students try out the program to see if it actually works as it should. Improvements are made. If a section is hard to read, it is rewritten. If a paragraph is confusing, it is changed. All the rough spots are smoothed out.

The mechanics of ordering supplies and packaging them is carefully arranged. Boxes for shipping are carefully selected so that they will protect the materials and yet not be too heavy for economical shipments. The system of sending sections of the course at specified times is carefully planned.

Advertising and enrollment begin only when a course is approved by the school's administration – the educational director and the top management staff, usually the vice-president of marketing, advertising, and operations as well as the president. The advertising agency develops a campaign that presents a true and accurate picture of what the new course can do for the student. Only after the course is approved as satisfactory will school officials seek to have the course accredited by the National Home Study Council's Accrediting Commission.

The development of new courses is extremely expensive, often averaging over $100 a page! This means that the typical course can cost hundreds of thousands of dollars before the first student is ever enrolled.

Once the school's experts agree upon the best possible way to teach something, they all stick to it so that every student gets the same work and, at the minimum, an equal amount of help. If a student doesn't do well on a particular area, the home study instructors examine the lessons to see how they can be improved. They do not blame the error on the student.

In comparison, the courses offered in public schools and colleges vary greatly according to the abilities of the instructor, the texts selected, and the quality of materials distributed to the student. Students in one instructor's classroom may listen to a lecture in each class, and then get one test at the end of the course on what has been said. Students in another class in the same subject may have an instructor who uses a variety of instructional techniques, ranging from psycho-dramas (where students act out parts) to freewheeling discussions and open-book tests. Much of the time, no attempt is ever made to tell if one instructor's method is better or worse than another's.

The research and development division of a correspondence school tries to find out the best way to instruct the student, the most efficient way to make him learn, and the least expensive way for him to master the skills he needs in the shortest amount of time possible.

Service Personnel: Keeping Things Moving

The service personnel in a home study school keep things moving. They bustle about opening sacks of mail, moving piles of correspondence, or sorting and stacking students' materials.

Printers run off quantities of lessons and assignments and other literature on offset presses. Bindery workers collate and fasten the pages together. Other workers sort the materials and pack them for shipment to students.

In the office areas, secretaries and stenographers type up letters dictated by instructors and attend to other daily correspondence. In this respect, the school looks much like any well-run office of any efficient business. Specific procedures are established to speed up the communications between instructor and student. In a separate area, the accounts office keeps control of student tuition and maintains extensive financial records.

Other workers, many from the student services area, record student grades, frequently on data processing cards for use in storing the information in a central computer. The computer room, set off by itself, contains the records of all the student grades and other information, as well as records of the school's business operations such as the payroll and expense funds of various sorts. This centralized storage is much safer, less expensive, and more compact than old-

A conveyer belt carries prepackaged course materials to the postage metering machine, eventually to make their way to Air Force students throughout the world. With over a quarter of a million students, the USAF Extension Course Institute has a mailing operation of such dimension that it has its own Zip Code. *(Courtesy ECI)*

fashioned storage of records in file cabinets and drawers. Computer operators and programmers work in this area to create faster and more efficient ways of servicing you, the student.

The shipping room employees take packages of learning materials from the warehouse and prepare them for shipping by labeling and sorting them for the post office. Home study schools retain packaging experts to design the best possible shipping containers that will protect course materials in transit. The postal system is, naturally, the lifeblood of the school.

All these employees are organized to serve you efficiently in the modern accredited home study school.

Administrators: Operating Effectively

The administrative staff sees that all of these other areas run efficiently and effectively. They control the day-to-day operations of the school and make long-range plans.

Administrators work out sound financial accounting procedures, develop ties with other businesses and industry, and create good public relations. One of their chief concerns is that the school operate in a manner that will maintain its accreditation by the Accrediting Commission of the National Home Study Council.

At the top is the president of the company. He oversees the general functions of the school and decides upon broad based policy. Next to him are the vice-presidents, each responsible for a specific area, such as business, education, and advertising. Each of these administrators has a staff to direct.

For example, the vice-president of education (who may also be called the director of education or supervisor of education) supervises the instructors working directly with students, with the coordinator of student services, and the research and development areas. It is his job to make sure that employees in his charge do their best. The other administrators have similar tasks.

Theatrical Photography • Sea & Rudder Needs Pix • How Old is Good?

• WANT TO BREAK INTO theatrical photography? Being there is a growing number of repertory theatre groups all over, there is more opportunity today for aspiring theatrical photographers. Making the big time, however, is not easy because of union membership requirements. To get to the point of becoming a union photog first requires you to gain experience and you can do so shooting smaller theatre (so-called "Off Broadway) productions which work on small budgets and can't afford expensive photo assignments. They tend to welcome the novice who is willing to work for "expenses" and any side sales they might develop among members of the cast. Contact local theatre groups in your area and request permission to shoot dress rehearsals so you can gain working experience in exchange for photos for publicity and display for the productions.

In the New York area the Theater Development Fund will send on request to Jerry Engelbach, Co-Director, Soho Repertory Theater, 1501 Broadway, New York, NY 10036, a copy of their latest Off-Off Broadway Theatre Calendar in which you'll find the names and addresses of many such theatres which can be contacted. Enclose a stamped, self-addressed #10 envelope.

• SEA COMBINED WITH RUDDER magazines is an active group of four monthly magazines which we mentioned in this column a couple of issues ago. Published on a regional basis, the four editions use some of the same articles and photos in all issues with other features exclusive to the particular region covered by that edition. The need for freelance material, according to top editor Chris Caswell, is considerable with four different color shots needed each month for the covers of the individual editions. Shown in the accompanying illustration are typical covers as published one month recently. The going rate for each cover shot is $300.

A very detailed editorial guidelines spec sheet is available for writers and photographers from Mr. Caswell, 1499 Monrovia Avenue, Newport Beach, CA 92663. Enclose a #10 stamped, self-addressed envelope with your request.

• OLD FILM DEVELOPED FINE — An amateur camera collector in Germany was given an old box camera in which he found a roll of Turaphot orthochromatic film — exposed but undeveloped. The film had been shot in Fall 1956 and upon development produced normal density negatives with very little fog! The good condition of the film is extraordinary in this kind of case.

• Students keep in touch with their alma mater through well-designed newsletters and newspapers. *(Courtesy School of Modern Photography)*

There are other supervisors on other levels to see that the secretaries perform their jobs as they should, that the warehouse workers keep the stocks of supplies in order, and that each area works to its capacity to serve the students' needs.

Student Activities

Newsletters and other school publications will keep you abreast of what's happening at your school and in your field of interest. Students who have graduated with honors are often written about in these publications. You will also find stories about your fellow students who have started their own businesses or have achieved other successes. In addition, you'll enjoy reading about students from faraway places or with unusual reasons for taking the course.

A further benefit is that you will get to meet some of these students through the mail. Many of the people taking correspondence courses enjoy writing to pen pals and making new friends. You will find this kind of communication opens up a whole world of friends who are interested in the same subjects that you are. It's particularly enjoyable when many of your friends live in distant places, perhaps even on the other side of the globe.

Join a local student alumni association and you'll spend many happy hours becoming acquainted with and working with nearby friends. For example, NRI students and graduates meet every month in Detroit, Philadelphia, San Antonio, and many other places to talk over their experiences in electronics, to experiment with troublesome radios and TVs, and just to have fun. This well-organized alumni association has national officers as well as local chapters.

TURN THE LEARNING KEY

Home Study—How Some People Have Made Use Of It

People enroll in correspondence courses for many interesting and often unusual reasons.

Some children have parents who are on assignment or visiting in some remote country, or who are on the move in some form of show business. A child may even be lucky enough to have yacht-owning parents who decide to take a year off to cruise around the world. For such children home study is a sensible and practical means of getting the education they are missing in school. Courses are available from private correspondence schools at the elementary, high school and even college level. But if you are a traveling parent, the National Home Study Council advises checking *in advance* with the institutions where you want to have substitute credit accepted.

Some women are finding home study a useful way of getting started in careers, particularly in jobs in traditionally male domains. A woman pastor in Southern Maryland, the first female minister in her church, prepared for the ministry by taking correspondence courses. A housewife in Billings, Montana, became the first woman

service writer hired by her local Chevrolet dealer. (Service writers listen to customers' problems and write up their orders.) Mother of six, she studied auto and diesel mechanics at home by taking a correspondence course.

The physically handicapped who are unable to leave their homes to enter a classroom sometimes find home study the only way to educate themselves. A Chicago businessman, blinded in his youth, took 22 home study courses and today successfully operates his own investment banking firm.

5

Meet Your Instructor

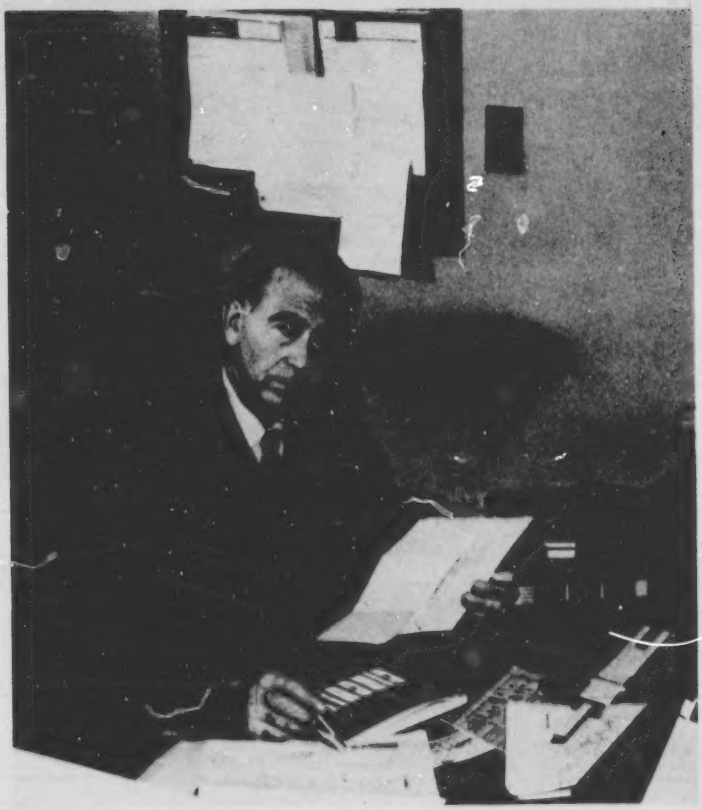
Instructors in home study schools know their field. In addition to having practical experience in photography, carpentry, or what ever subject they teach, they also must be able to explain and answer your questions clearly and simply.

A Dedicated and Experienced Teacher

Joseph Schek knows electronics, and he knows how to teach. He has both a technical education and experience. He won't lead you wrong if you want to know the answer to anything in radio-TV servicing and a wealth of other areas.

Schek holds the following degrees: A.A.S. in secondary education, B.S. in technical vocational training, and M.Ed. in vocational guidance. He is a candidate for a Ph.D. in educational management and supervision.

His experience record is equally as impressive. He has had nine years experience in industrial electronics and nine years as a radio-TV service technician and manager. Schek was a chief electronics instructor for five years, and has been with NRI for twenty-one years. In addition, he holds the top license you can get in electronics – the first-class radiotelephone license.



Joseph Schek, NRI instructor. *(Courtesy NRI)*

It would be hard to find anyone better equipped to teach radio and electronics anywhere. But there are many such men at NRI. It's no wonder that more than half of all the radio-TV service technicians in America learned their trade from NRI.

The National Radio Institute (NRI) has been teaching radio repair since 1914, six years before the first commercial radio station, Station KDKA of Pittsburgh, crackled on the air.

Today, the school has expanded its training to include service and repair in all areas of electronics. It also offers courses in marine, aircraft, and mobile communications, digital computer electronics, engine repair, and FCC licensing.

Practically every industry and profession is being affected to some degree by electronic devices. Some experts even believe that the study of electronics may soon be required in high schools and colleges.

Courses at NRI range from a basic twenty-seven lesson course, which can be completed in six months by sales representatives, executives, hobbyists, and others who need a better understanding of electronics, to training to take FCC exams. The school offers a refund of your tuition in full if you pass their first-class license course and then fail the FCC exam.

The extremely popular TV-Audio Servicing course consists of five different options, from a basic forty-eight lesson course to a more comprehensive course in which you perform meaningful experiments with your own 25-inch console solid-state color TV.

Each lesson in each course is approximately forty easily digested pages, with ten carefully prepared questions for you to answer at the end. These questions will help you to remember the most important points in each lesson. The quizzes are carefully graded and returned to you with a copy of the correct answers written the way your instructor would have answered them. From time to time he will also enclose other useful information which is so new it couldn't be included in your texts.

Putting theory into practice is necessary for your success. That is why NRI pioneered the concept of supplying training kits with their courses. Those kits are engineered to give you expertise equal to months of working on the job. You actually learn by doing. Their "discovery" method works.

An important part of this hands-on training is the "power-on" design of their lab training equipment. "If you assemble a complete television set," says Schek, "and don't experiment with its components until the set is complete, you get little or no training from the process. Here, as you

finish each subassembly, you apply power to it and conduct experiments. You find out why it works and what can make it stop working. You really put theory into practice."

The engineers at the school design all hardware specifically for training. Thus, they have created unique assemblies that make many circuit operations readily observable. Test points are easy to reach.

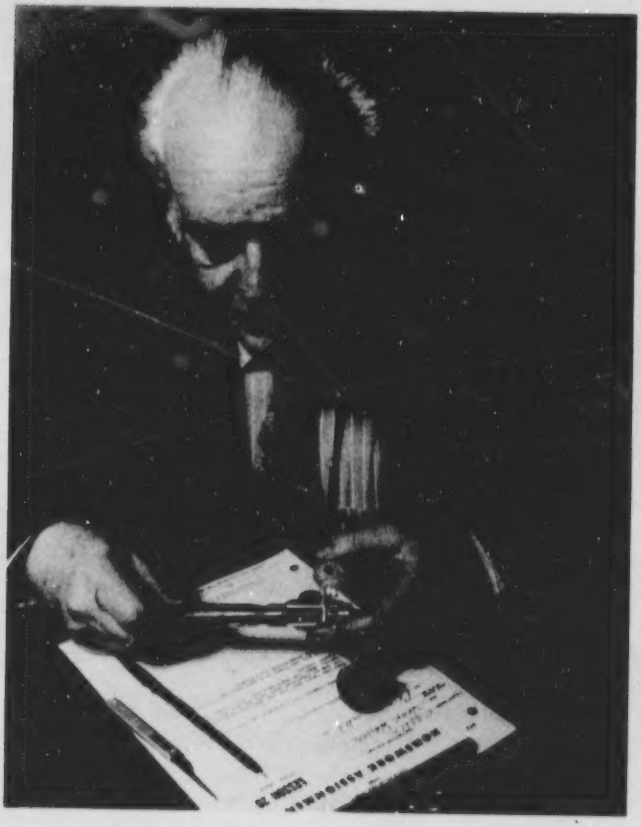
The kits range from a rather simple battery-operated solid-state transistorized volt-ohmmeter to a four-channel stereo-quadraphonic audio center with four speakers.

NRI also supplies its students with low-cost schematic diagrams of practically every radio, TV, phonograph, and tape recorder ever made, so that they can service it quickly and efficiently.

NRI equipment is designed for putting theory into practice. *(Courtesy NRI)*

A Master Locksmith Who Wants to Help

"I can't think of a better trade for anyone who is mechanically inclined," says Walt Tiedeman, master locksmith, who now teaches thousands of students his trade through the mails at the Locksmithing Institute. "Today, with the great need for better security in homes and businesses, a good locksmith is almost guaranteed a fine livelihood.



Walt Tiedeman, master locksmith. *(Courtesy Locksmithing Institute)*

"Just take your house. Every door in your house has a lock, right? And cars – there are close to 90 million cars on the road and each and every one has at least four locks. The demand for duplicating keys for all these locks is tremendous. And, in addition, a good locksmith can make a healthy income from installations and repairs."

The stocky, white haired man moved his hands enthusiastically across his desk, covered with neat piles of student assignments and locks and keys. He has taught students from Germany and Belgium as well as students from all of the fifty states right from this very desk in the bustling Locksmith Institute.

"Teaching locksmithing by mail is practical and efficient," says Tiedeman. "Few master locksmiths can find the time to train an apprentice. And also, few people can afford to spend three years learning a trade at low pay. Instead, we can teach them in six months."

For over 5000 years the art of locksmithing has been handed down from one generation to another. It's been a hard field to break into. Tiedeman served an apprenticeship when he first learned his trade. Now, by using the school's carefully-thought-out lessons, and with the personal advice and guidance of a master locksmith like Walt Tiedeman, you can start from scratch and learn enough to be making money from duplicating keys by the time you have finished the first ten lessons. By the time you have completed the course, you will be fully qualified to operate your own business.

Does the instructional process really work? One recently graduated student from Nevada said, "I feel my instructor was with me every moment and never failed to give encouragement." Another new locksmith – this one from Connecticut – felt the school "has a good system of teaching."

Many students feel that the system of teaching this trade through mail makes it much more personal, because the student feels that the instructor really cares about him personally. "You don't feel that you are only a member of a class," said one student. "The instructor works with you on a one-to-one basis. You go as slowly or as fast as you like. No one student is allowed to hog the teacher's time like they do

in the classroom. All you need is to be able to start on your own."

Walt Tiedeman is an example of a man who has self-starting skills. He trained as a mechanical engineer and as a locksmith and then went into business for himself. Achieving the recognition of his fellow craftsmen as a master locksmith, he turned to teaching his trade to others. Tiedeman keeps on learning, both in his trade and in other areas. Recently, he became certified in graphoanalysis (the art and science of analyzing a person's character by his handwriting) and has become a member of the International Graphoanalyst Society.

An associate member of the Associated Locksmiths of America, he is always willing to answer his students' questions, and takes pride in the fact that he replies by mail the very same day he gets the query. Many of his former students drop by the school to visit him long after graduation because, as they say, they think of him as both a teacher and a friend.

An Elementary Teacher Who Cares

"The first and second graders in my class live all the way from Abyssinia to the South Seas," says Miss Irene Walker, looking at the photos of smiling young faces which are posted on her bulletin board. "Here's a young student who lives in the jungles of Thailand."

Miss Walker has taught elementary school for fifty years and has been elementary supervisor at the Home Study Institute in Takoma Park, Maryland, since 1966. The school, sponsored by the Seventh Day Adventist Church, teaches preschool, elementary, secondary, college, and continuing education courses through the mails to students of all ages.

Some of Miss Walker's students are the children of missionaries, others live in isolated areas, some remain out of school for health reasons, and still others must travel with their parents.

These children are actually taught by their parents, who use lessons and plans provided by the Home Study Institute.

Miss Irene Walker, a teacher whose students live all over the world. *(Courtesy Home Study Institute)*

Miss Walker and the other supervisors at the school give advice and encouragement and grade all test papers sent in for each six-week period.

Dr. T. E. Wade, Jr., director of studies, says that with the materials developed by the school, the parent doesn't have to be trained as a teacher or even have a college degree, but must, however, follow the very specific instructions exactly.

"It isn't easy," says Dr. Wade, "and it takes a great deal of time. The mother must work with her youngster for five hours or so each day, just as if he were in the schoolroom."

Texts selected by the school are ones which are standard and are used in many classrooms across the United States. The parent is instructed in all aspects of presenting the lesson in an extensive series of lesson plans which are kept in a loose-leaf notebook. All that needs to be done is to read to the youngster from those materials, which raise important questions for the student to answer.

If the student needs to go slower than the suggested schedule, he may do so without the embarrassment he is sure

to feel in public school classroom. If he needs to go faster, he can do so.

Educators who have examined the course of study are unanimous in their opinion that the programs are very well thought out and well presented. Most parents find that children who have successfully completed a grade with the Home Study Institute are well above average when they go into a classroom.

Students may enroll in classes ranging from kindergarten through high school. Those who have completed the eighth grade successfully can be admitted to correspondence study at the high school level.

If you have graduated from high school, you can enroll at the college level. If you haven't graduated from high school, and are over twenty-one, the Institute may permit you to take college-level courses if you can show that you can do the required work.

Ordinarily, you would enroll for one college-level course at a time. If you can study full time, you may carry two or three courses. The number of hours of correspondence credit that may be accepted toward degree requirements is decided by each college and university. Columbia Union College in Takoma Park, Maryland, offers an Associate Degree and a Bachelor's Degree in cooperation with the Home Study Institute.

A Blind Man Who Leads the Blind

Dr. Richard Kinney is a published poet, a renowned public speaker, and president of the Hadley School for the Blind. He has been blind since he was seven and deaf since he was twenty.

Dr. Kinney's mother was a teacher and his father owned a hardware store. When he came down with undulant fever, which caused blindness as well as arthritis and a hearing loss, they worked with him, teaching him to handle these problems in a matter-of-fact way.

When he had to drop out of school, they taught him. He went through grades 2, 3, 4, and 5 in one winter. Later, he graduated from high school as valedictorian of his class.

Dr. Richard Kinney, blind-deaf poet, lecturer, and school president. *(Courtesy The Hadley School)*

He became deaf during his second year at Mt. Union College. For a brief period, he dropped out of college to receive training at the Industrial Home for the Blind, and then returned to college to graduate summa cum laude as valedictorian of his class.

During this time, he first came into contact with the Hadley School when he enrolled in a verse writing course. Donald Wing Hathaway, later to become president of Hadley, was the brilliant young instructor in the verse writing course who was stunned by Kinney's work. "I felt that John Keats must be back on earth," he later wrote.

So fine was Kinney's poetry that Hathaway read his work to all the members of the school and to anyone else who would listen. Hathaway visited Kinney and encouraged him in his creative efforts. In time Hathaway arranged for him to become co-instructor in the course in verse writing.

In 1958 the Hadley School became the only accredited home study school for the blind in the world. Richard

Kinney was elected assistant director and began his chief duties of raising funds through public speaking and the writing and mailing of letters to potential contributors. Along with Donald Hathaway, who performed many of the same duties, Kinney taught classes in subjects ranging from grammar to salesmanship.

Hathaway had long been an innovative teacher and a creative administrator at Hadley. It was he who had started the verse writing course, the school's college program, the foreign language courses, and the international programs. Through finding and developing talent like that of Dr. Kinney, he built Hadley into a dynamic educational force for blind students.

The school now offers courses in academic subjects for pre-high school, high school, and college students, as well as adult education. Students can learn Braille, typing, and the use of modern electronic devices that transcribe the printed word into sound or touch.

All courses are free. Students receive all the required textbooks and study materials from the Hadley School library. These come in Braille or on cassettes, reel-to-reel tapes, or recorded discs. With each lesson report, students receive a personal letter of corrections, suggestions, and individualized instruction.

When Hathaway retired from the presidency in 1975, Dr. Kinney was elected to serve in that position. He says, "Handicapped or unhandicapped, we are all human beings living on one planet and sharing one destiny. Not merely to live and let live, but actively to learn and help live, should be our goal."

A Sampling of Other Top-Notch Instructors

Colonel Burton Miller has made his hobby his life's work. His outstanding career as a gun designer and consultant on the M-16 rifle, plus responsibility for a fifty-man gunsmith shop – as well as his hunting experience in this country and abroad – is a background that makes him a highly qualified teacher of firearms.

"When I started in the gun business many years ago, reloading was in its infancy," says Colonel Miller, "and the secrets of accurizing and customizing were jealously guarded."

"It took me years to learn how hundreds of different guns work, how to take them apart, and what to look for when they stopped working. In the early days there were few drawings or diagrams of guns, and no step-by-step instructions to show you the way. I took apart and studied every gun I could lay my hands on."

All the information that Colonel Miller took a lifetime to learn, the diagrams he has made, and the techniques he discovered are available to you through the North American School of Firearms. The need for qualified people for gun sales and service is enormous. The training program developed by Colonel Miller is thorough and up-to-date. Put these two facts together and you'll find success.

Another popular instructor is Norm Morris of Lifetime Career Schools. His training was in horticulture and agriculture. He taught horticulture at the University of Wisconsin and landscape architecture at Iowa State University. During

Norm Morris, landscape architect. *(Courtesy Lifetime Career Schools)*

this time he wrote scholarly articles, carried on experiments, and worked on various public landscaping projects.

He wrapped all these skills together when he started Lifetime Career Schools. In teaching students the skills of floristry, gardening, and landscaping, his warm and friendly personality flows through his lessons and his letters.

In addition to instructors in schools which teach such skills, the Seminary Extension in Nashville, Tennessee, trains Baptist clergy in theology and church counseling and related subjects. An example of the type of instructor you can find there is Dr. Harry N. Hollis, Jr., whose doctorate is in theology. Dr. Hollis has an impressive background. He has served as a pastor of a church, taught Christian ethics at Southern Seminary, and published three books. In addition to serving as director of family and special moral concerns of the Christian Life Commission of the Southern Baptist Convention in Nashville, he puts his expertise to good use in teaching his students in the Home Study Institute of the Seminary Extension on a one-to-one basis.

Like Dr. Hollis, most home study instructors have plenty of academic degrees to back them up in addition to a great ability to teach.

Take the American School, for example. The 122-member supervisory and teaching staff of this well-known institution has a total of 1384 years of home study and resident teaching experience – an average of over eleven years per instructor. You know *they* know what they are doing!

"I believe in home study. I am a product of home study."

S. Norman Feingold
National Director
B'nai B'rith Career and Counseling Service

". . . the continued increase in the absolute number of students enrolled for correspondence courses in the United States, coupled with the evidence that this method of instruction is economically relatively cheap, leads to the conclusion that correspondence instruction will continue to have a robust future for the rest of this century."

E. Macken *et al*
Home-Based Education
National Institute of Education, 1976

6

What Students Think of Home Study

Correspondence students can be found anywhere in the world, from a sailor studying photography in a Polaris submarine in the North Atlantic to a missionary's youngster learning fourth grade arithmetic in the sweltering jungles of Malaysia.

Some Find Fantastic Success

Although most students are happy enough to learn a trade or a skill that will provide them with a feeling of security, other home study students have really made it big. One example is the man who draws Snoopy, Lucy, and Linus.

Master cartoonist Charles Schulz, the creator of *Peanuts*, was trained through a correspondence institution – Art Instruction Schools. In fact, Schulz was first a student and then an instructor at the school.

Although he always liked to draw, he was not so successful in his early efforts. Even the editors of his high school yearbook turned down his cartoons. Since Schulz was unsure of his talent, he decided to take lessons from a home study school rather than a resident school where he felt his

CHARLES M. SCHULZ
NUMBER ONE SNOOPY PLACE
SANTA ROSA, CALIFORNIA

September 6, 1973

Dr. A. Conrad Posz
Educational Director
Art Instruction Schools
500 S. 4th Street
Minneapolis, Minnesota 55415

Dear Dr. Posz:

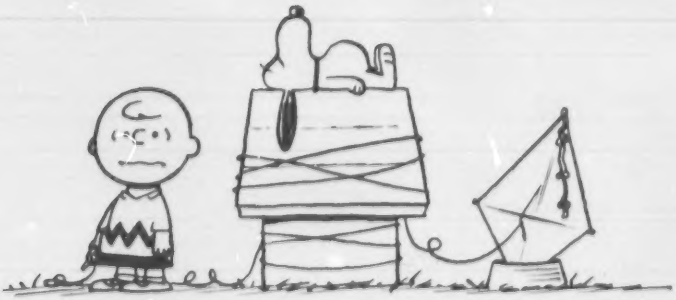
It was a lucky day for me when I enrolled with Art Instruction Schools while attending Central High School in St. Paul, Minnesota. I came in contact with some of the outstanding cartoonists on your staff who guided my beginning steps in art to help my own career as a cartoonist.

I shall always be a strong booster for the members of your staff of instructors, who are always striving to do everything in their power to help talented and ambitious individuals reach their artistic goal in life.

Sincerely,

Charles M. Schulz

Charles M. Schulz



Charles Schulz, one of the most famous cartoonists in the world, learned his craft from a home study school. *(Courtesy Art Instruction Schools)*

work might be subject to criticism from other students. He finished the course in cartooning at the start of World War II. After returning from service in the army, he found a part-time job lettering religious comic books.

A short time later, he started correcting lessons at Art Instruction Schools. He continued at this task for five years and at the same time drew *Li'l Folks*, a cartoon strip that appeared in a local paper.

In 1950, he sold *Li'l Folks* to United Features, a large syndicate who renamed it *Peanuts*. The increase in popularity of the strip in the following years was fantastic. In one year he is reported to have made over $3 million from *Peanuts* and from sales of related products such as sweatshirts and greeting cards.

Age Doesn't Count

Charles Roy Castner just graduated from high school – at 81 years of age. Although he already had a Bachelor of Science degree from New York University, he had never received his high school diploma.

Back in the twenties, Castner taught music in a grammar school in Newark, New Jersey, even though he didn't have the credentials.

"My county school superintendent informed me that I could not teach after that semester because my credentials did not meet the new state requirements. I told him that I was going to NYU to get my B.S. in education. He said they would not admit me. I went to NYU and put my cards on the table. They (NYU) told me that if I could do academic work for one year, the high school requirement would be waived since I had been out of school for ten years. It took me ten years to complete the degree requirements but then I was unable to pay for the degree itself. It sat gathering dust until a friend and a professor at the university went to bat for me. Last summer, in the mail, I received the B.S., forty-one years after earning it."

Castner enrolled in the ICS high school program and completed it. He graduated with an 87% average. Asked why

Charles Roy Castner, 81-year-old high school graduate. *(Courtesy ICS)*

he wanted a high school education after so many years, he replied, "While I secured my B.S. from NYU, I felt a gap in my education. My ICS high school training has made it possible for me to think clearly on all subjects."

In many resident schools, prospective students are turned away because they are too old. It's true that most home study schools are reluctant to enroll students under eighteen because of their immaturity, the fact that they already have a heavy public school program, and their inability to enter into a binding contract. Of course, the Home Study Institute and the American School enroll youngsters, even kindergarteners. But home study schools have never refused to enroll students because they are too old.

In fact, home study schools are proud of their students who are senior citizens. Dr. Charles Marshall, vice-president of education at LaSalle Extension University says, "We've had some interesting golden agers. In our real estate course,

we had a remarkable woman who lived in northern Illinois, Miss Mabel McCulloch. Mabel was 82 years old when she enrolled and 83 when she finished.

"She passed the Illinois State Broker's Test on the very first try. When I asked her why she wanted to take a real estate course since it didn't seem too likely that she would be out showing houses, she replied, 'Well, it sure is a way to stay up with the times and to keep your mind bright and alert.'

"Ironically enough, Mabel later actually started selling real estate – and was a smashing success at it!"

Obviously, there is no reason that a person would be too old to take any course if he or she chooses to do so. However, many senior citizens are afraid of competing with younger students in the classroom. Many even fear to travel back and forth to school. Home study solves these problems and more! Many an older person has found a new lease on life after finding new interests. This could be true for you or someone you know.

Don't Let Handicaps Prevent You From Learning

Many handicapped and homebound people are prevented from getting training in resident schools because of society's barriers, because of lack of transportation, or because their handicap prevents them from taking advantage of educational programs for other reasons. Home study is the perfect answer.

Handicapped persons can learn a skill, train for various types of jobs, or create meaningful hobbies.

Some students have used home study for fantastic leaps forward. In addition to programs designed specifically for deaf-blind people, handicapped students – particularly those who were confined to their homes or even their beds – have turned in records that should make others envious.

For example, one LaSalle student with cerebral palsy worked his entire way through the complex Business Management Program by holding a stylus in his mouth between his teeth to pound each answer out letter by letter on his typewriter.

A Hadley School student studies school materials. *(Courtesy The Hadley School)*

"We had another handicapped lad we're proud of," says Dr. Marshall. "Ivan Burch was barely qualified for our high school program when he came to us, but with a good deal of voluntary remedial help from the faculty, this young man not only completed the high school program but was awarded a scholarship in law. I'm pleased to say that he completed that program with considerable success."

There are many other examples:

• A young man in Denver feared attending college because of epilepsy. He sometimes had as many as fifteen small seizures a day and felt rejected by his fellow students

and teachers. Finally, he enrolled in a correspondence course in accounting and achieved a final grade of "A." Strengthened by this experience, he entered Colorado Northwestern Community College and graduated with a degree in accounting with a 3.7 (out of a possible 4.0) grade average. His initial home study course showed him he could succeed, no matter what others said.

- After thirty years as an actress, a woman discovered she had multiple sclerosis which abruptly ended her stage career. Undaunted, she enrolled in a correspondence course in journalism and began a new career writing a monthly column. It would have been impossible for her to have attended class at a resident school or to have learned her new trade in any other way.

- An eighteen-year-old Nigerian became deaf after an attack of the measles. Since high school education was not available for the deaf in Nigeria, he enrolled in the American School program. After graduation, he went on to college, planning to return to Nigeria to work with deaf youngsters.

Other correspondence schools have similar tales to tell. There is nothing that you can't do if you really want to do it. But it's much easier if qualified experts help you. And that's why home study schools are so important in the lives of many people.

Why Women Find Home Study Particularly Appealing

Women have never been discriminated against by home study schools. While women often were not admitted to some programs in resident schools, they always had the option of taking them through home study. In fact, in some areas, it may have been the only way a woman could get training in certain technical areas such as electronics and professions such as law.

The majority of women enrolled in programs today may be in courses that are traditionally thought of as "women's work," such as medical assistants and stenographers. However, this seems to be changing. Certainly, there are more female students enrolling in management courses.

Many young women who never completed high school have received their high school diplomas through home study offered by the American School. Even though they may have young children, which makes it impossible for them to leave home to travel to a resident school, they can still meet the requirements through correspondence course work.

Countless women who are entertainers have also gotten their high school diplomas in the same manner. Being in show business makes it difficult to attend a resident school.

Women find home study fits tight schedules perfectly. *(Courtesy LaSalle)*

However, young stars like Patrice Leary and Linda Leary appearing in "Holiday on Ice," a skating extravaganza, have found it possible to keep up with their schoolwork by studying through correspondence. Their American School courses are the equivalent (some say more than the equivalent) of courses offered in a resident high school.

There are other examples. Susan Dey, formerly of the TV series, "The Partridge Family," completed the twelfth grade in this manner. Linda Fratianne, the number one amateur female figure skater in the world, studied from the ninth grade through the twelfth grade by correspondence. One of the American School's most famous students was Marie Osmond, of the musical Osmond family, who took their courses from the fourth grade on. (So have all the other Osmonds, including Donny, who began with the American School in the second grade.)

And home study appeals to still another large group of women – those whose families are grown and who have sufficient free time to use in a second career. Home study offers them a wide variety of occupational choices. It is a superb way of preparing to re-enter the job market.

Why and How You, Too, Can Make It

Home study students have succeeded in learning even though they have been handicapped, incarcerated, or otherwise unable to attend resident schools. For example:

- More than 2000 youngsters living in isolated parts of Arizona are studying regular school subjects through the American School. There is no way that they could get to school if the school didn't come to them.
- A young girl studied for her high school diploma while traveling around the world with her parents on their yacht. She is not unique. Hundreds of other young people also keep up with their schoolwork while traveling or living in foreign lands.
- A young man serving a life sentence in prison turns to a correspondence school to learn how to write some of the

ideas he has been trying to express. Bit by bit, he improves. Soon, some of his poems and short stories are published.

You can be anything you want to be. The only thing holding you back is *you*. Here's how to get ahead.

First, set a major goal for yourself to achieve within the next year or two years. Make it a firm goal.

Second, set minor goals along the way. Plan where you would like to be three months, six months, nine months from now. Write these down on a piece of paper and keep the list somewhere where you will see it every day.

Third, get a pocket-sized calendar and memo book. Each night before retiring, write down what you want to accomplish the next day. Keep your list small at first. One or two items is usually enough. Then, the next day, when these tasks are accomplished, check them off. You'll begin to get a sense of accomplishment as you make these notes of completion.

Fourth, cut down on your wasted time by omitting things you don't really need to do. Come up with fifteen minutes to half an hour every day at roughly the same time. Devote that to achieving your goal by studying. Don't let anything interfere with the use of that time period. Don't skip a session one day with the idea of making it up the next. Find a schedule and stick to it.

Fifth, check off your minor goals as you pass those time periods. If you get ahead of your plans, change them to new plans with a new time schedule. Don't take time off as a vacation.

Sixth, begin to think about a new major goai. Expand your ideas. Don't lose sight of your original major goal, but find one that is a bit larger.

Seventh, start to look at your life on an even larger perspective. Decide where you'd like to be ten or twenty years from now and plan for it.

You, too, can make it.

7

Learning by Mail: How to Do It!

It's simple to learn a subject quickly and effectively if you follow procedures that have been proved by educators and students. Your school and your instructors will do their best to help you, but you need to know how to do your best, too.

Your Learning System

The first step in getting the most out of your course is setting up a schedule for studying it. To learn effectively, you must study regularly. Establish a schedule that will permit you to work on your lessons at the same time each day.

To do this properly, you should remember that people vary in their efficiency according to the time of day. That is, some people work best and learn more early in the morning. These people feel that their minds are freshest when they first get up. Others feel that they do their best work at night and find that they make the greatest progress in learning after midnight. You must decide what time of day is best for you. Above all, don't try to go over your lessons when you are very tired or very upset over something; you won't be able to keep your mind on your work.

In addition, people have different attention spans (the time they are able to concentrate on a single and specific subject). Although you can increase your attention span by working at it, at first you need to work within it. Most people find that fifteen minutes is adequate at the start; you may want to spend thirty minutes or forty-five minutes studying later on in your course. However, many people actually make their studying more difficult and even unpleasant by forcing themselves to work at it for two or three hours at a time.

The secret of success is to break your studying up into small parts, mastering each one before attempting to go ahead to the next. To do this, you will find that fifteen minutes of concentrated effort is more than adequate. You'll soon feel interested in going on, and you'll find your mind wondering about the next lesson while you are watching television instead of vice versa.

We all forget 75% of what we learn within twenty-four hours after learning it, so you will find that short daily sessions with continuing reviews will help you master more material faster than long sessions spent once a week. Thus, you must establish your personal learning schedule and stick to it.

Find an appropriate place to study. You may find that the kitchen table is fine. However, many students travel to their local library for their study time, finding that the relatively quiet atmosphere helps them to concentrate better.

If you do study at home, be sure that your family understands that what you are doing is important and that you are not to be disturbed for your daily study time. You will soon find that your family will want to help you make the most of this time and they will come to consider it sacred. Have them tell telephone callers that you will call them back.

Make sure that you have the pencils, paper, and other course materials you need before you start. Don't waste your study time looking for them. Sit in a straight-backed chair – easy chairs make you too comfortable and your mind will be less alert. Make sure the lighting is sufficient; there is no need

to strain your eyes and make study more difficult than it should be.

You must follow your lessons in the sequence they are presented, because careful thought has been given by your instructors to arranging the material into a sequential and cumulative program. Go ahead to the next lesson only after you are sure that you understand the one you are completing. Each lesson is based on understanding the material in the ones before it.

No one can simply read over a lesson once and remember it. You are not expected to do so. In fact, you are not required to understand a lesson after reading it over once. You should expect to go over each lesson at least twice, and usually three times or more. Most people do.

This doesn't mean that you have to read each entire lesson through two times or more. Instead, use a systematic learning method that has been proven by countless students in every imaginable subject — the SQ3R method. This efficient learning system will help you to master any material.

The steps are simple:

Survey. In this first step, you scan over the entire lesson, looking at the main title and the subtitles. By this method you see what it is that you are expected to learn. In many well-planned courses, this information is listed at the beginning of the lesson, and you can see how it is developed as you scan through the various headings. Also, look at the illustrations for further information on what it is that you need to know in this lesson. Think back over what you covered in your last lesson and see if you can make a connection between them.

Question. As you begin to read each section of the lesson, formulate questions about the material. You can easily do this by looking at the topic headings and asking "Why is this important?" or "How is this done?" Your lessons are written to answer just these kinds of practical questions. As you read the material, you will focus on the meaning of each section as you seek to answer your own questions. Also, you may find that tests and examinations hold fewer surprises, because you

have already found answers to the the kind of questions your instructor will ask.

Read. Read the material, paying particular attention to new ideas and terms when you come across them. The editors at your accredited school have spent many hours writing and rewriting the lesson to make it interesting and easy to read. In most cases, they have used scientific formulas and tests to be sure that the written material is as simple and as clear as possible. Thus, your should have no trouble understanding your lessons.

However, if you do come across an idea that is unclear, underline it or make a note in the margin. Continue reading, stopping only if the material becomes more confusing. If so, the unclear idea that you have marked in the text is probably a key part of the lesson, so you need to understand it before you can understand anything else. Generally, the reason for not understanding a section will be the result of not knowing the definition or meaning of a particular word.

Recite. To be sure you really understand the material, stop at least three times during the lesson, close your book, and try to recite to yourself just what it is that you've learned. Organize your ideas according to each of the subtitles and explain what you know about them. Although you may be tempted to skip this step, *don't*. You do not really know anything until you are able to explain it in your own words.

Review. In this important part of your learning system, go back to the sections that you were not sure about and study them. There is no need for you to read the entire lesson over; instead, read only those portions that you did not understand. Do this as often as necessary until you are sure that you know the material thoroughly.

Memorization is less important in correspondence study than in other educational programs. Your instructors want you to be able to apply what you know. Thus, you need to understand it. This power-paced SQ3R learning system (survey, question, read, recite, review) will help you to squeeze the most understanding out of every learning session.

You must keep at it. You will have to spend time regularly in studying your course. If you don't spend the

time driving or walking to work, you'll never get there. So, too, if you don't spend time studying, you won't arrive at your goal! Remember what the sages have said about perseverance: Keep at it and you will succeed.

Ways to Test Yourself

In addition to closing your text at least three times during each lesson and reciting to yourself the details you have covered, you will find two other useful methods of testing yourself. Try explaining what you have learned to one of your friends or a member of your family. Or explain what you have discovered into your tape recorder. Then compare what you have recorded with the text to see if it is similar.

Apply what you are learning to your work and to other day-to-day activities. If you are already working in the field, this is easy. You can apply what you've learned in your photo course about lighting to the pictures you take the next day. If you haven't yet entered the field, you can often adapt some of the techniques of organization or analysis that your lessons contained.

How to Get Help From Your School

Home study schools offer additional help in mastering their material for the asking. If you have a problem in understanding any particular section, they will be more than happy to furnish particular information through personal letters, printed supplementary materials, and sometimes telephone calls.

For example, suppose you are studying a lesson on chemical reactions in your photography course and you can't understand why a particular process works. First, read the material over carefully and try to figure it out yourself. If you have a friend who is interested in the subject, you might even discuss the matter with him. Sometimes things become clear when you talk them over with your friends; this is a common experience in college, for example.

If you are still puzzled, don't drop the matter or skip over it — you may be working on a particularly important part of the course. Instead, write to your instructor, stating the problem or question as specifically as you can. Use the school's official request-for-help forms for fastest results. State the lesson number, the page number, and the paragraph that is confusing you. If you have more than one question, you will be assured of getting a quicker answer if you number them for your instructor to refer to. Make sure that you have included your student number and your address. Then, mail the query and go on with your lesson. Sometimes you'll find that your questions will have a way of answering themselves before you get the instructor's answer.

Completing Assignments and Tests

The most important contact with your instructors will be through your completed assignments and tests.

Assignments will vary according to the subject you are studying. In photography courses, you will be asked to submit actual photos that you have taken to your instructors for their criticism. They will tell you how you can improve your picture through better lighting or more careful composition. This will be done both through direct comments and through the use of semi-transparent overlays taped to your photograph on which they will draw corrections.

This same method is used in art courses to help you to improve your skills in perspective, cartooning, or layout.

In a course in writing, your article or short story will receive blue pencil criticism directly on your manuscript or the instructor will point out the good points and areas in which your writing can be improved.

On the other hand, in a course such as locksmithing, the instructor will examine the materials which you have worked on, such as a key, and will make comments on how successfully you have completed the assignment. In some cases the locksmith will actually try your key out in a lock at the school to see if it will open it.

In an upholstering course, the instructor will examine the way in which you have stitched a pillow or a similar project. If you have not done it professionally, the instructor will show you how to do it the correct way directly on your project.

In short, the projects that you work on as part of your assignment will be examined by qualified people to be sure that you are doing what is expected of you.

Tests or examinations are also an important part of your instruction. Through them your instructor and you will be able to determine your knowledge of your subject in relation to what other students know. Thus, you can judge how you are progressing.

There are two basic types of tests: objective and essay. Essay questions are usually not useful in learning technical subjects because they often measure your mastery of written English rather than your knowledge of a subject. Poor spelling and inept sentence structure may interfere with your communication of an idea to your instructor. Also, many people simply copy sections from their textbook.

Thus, in many courses most questions you will answer will be of the objective type. You will answer true or false, fill in the blank, or choose the correct answer from a group of possible answers.

Researchers have found that carefully constructed objective questions are probably a more effective means of determining or measuring certain kinds of information retention and training attainment than any other means, including essay tests. In fact, studies have shown that writing ability can be effectively tested by objective tests!

After you answer the questions to the best of your ability, your instructor will correct them and assign a grade. He will also examine them to see where you may be in need of help. Your returned test will be accompanied by a sheet containing the correct answers. In addition, if you should fail to pass a test, you will usually be given the chance to take it again. Your instructor wants you to learn; he isn't interested in showing his superiority by giving you a test that you can't pass.

The ultimate reward in completing your course will be to engage in what you want to do most, whether it be painting for exhibits or for your own enjoyment. *(Courtesy Art Instruction Schools)*

How to Make Sure You Finish the Course

First, let's point out an astounding fact. You don't always have to finish a course to find out its effectiveness. For example, a person may start studying art and find that he really doesn't enjoy working in that area even though he has artistic talent.

Instead, he may find that he has more talent in selling art materials or art products. Or he may find that he has a real talent in one small area of art such as pasteups. Thus, he may decide that there is no need for him to study the other subjects that are covered in the course. In a real sense, he has completed the course; he has gotten his money's worth from what he has covered. He can use the balance of course materials for reference.

There are countless instances where students have gotten so busy working in the area in which they were studying that they had no time to finish the course. In those instances, the student got what he wanted and there was no need for him to finish the course. Home study schools are sympathetic in understanding the needs of those students who wish to stop studying. They even make tuition refunds based on the number of lessons completed.

As long as you are willing to follow your lessons with care, you should never earn a failing grade. However, if you do, you should learn from it. No one succeeds all the time. No baseball player gets a hit every time he is up to bat. In fact, Babe Ruth – the great home-run hitter – also excelled in striking out. In life, you have to take your share of defeats. The important thing to understand is where you went wrong. Don't blame anyone but yourself. Find out what it was that you did not understand and resolve not to make the same mistake again.

In taking an exam, do the following for best results:

- Use a typewriter or pen. Avoid using pencil. Print your answers or write clearly.
- If you feel a drawing is needed, use one but make it neat and clear.
- Put your name and address and student number on everything that you send to the school.
- If you must erase, do so cleanly and neatly.
- Use a worksheet for any calculations and copy the material over on your official answer sheet.
- Read the instructions carefully before you begin. In addition, read the questions carefully so you answer what they ask – not what you think they ask.
- Send in your questions and answers as soon as you finish. Most schools encourage students to send in their tests by first-class mail, probably the quickest form of mail service today. Don't wait until you complete several tests. This will not only delay the grading of your paper, but will also slow down the shipment of new material so you may find yourself without lessons to study. It also deprives you of the benefit of your instructor's comments on your work and knowledge of your progress through the course.

"With few exceptions, the experts are agreed that correspondence study is the mainstay, the heart of distance education for credit. It is the indispensable element in most external degree experiments. Television does increase motivation, but the mailed-in lesson is still essential."

Fred Harvey Harrington
The Future of Adult Education, 1977

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How to Evaluate a School Before Enrolling

When you have decided which course interests you most, write to the schools offering such programs and request further information. You'll get literature through the mail, or, in some cases, a school sales representative may call you to make an appointment.

How to Understand What a School Really Offers

Examine the outline of the course of study to see that it covers the subjects you think you want and need. Look through the sample lessons and see if you find them attractive and interesting. The school should supply you with modern, up-to-date texts and instructional services.

You will be able to tell if they are up-to-date only by checking the copyright date on the text itself. Even that is sometimes misleading, however, because minor changes and revisions can make it necessary to get a new copyright. However, most accredited schools are constantly updating their courses. That is one of the reasons that so many of them are available in loose-leaf form – individual pages can be changed or updated without reprinting the entire book.

See that the school supplies you with everything that you think you need to complete the course. Will you have to make major purchases of equipment to continue with the course? Does the school expect you to own equipment that you do not have?

How about the instructional staff members? Are they qualified to teach the subject? Accredited schools usually list their staffs and show why each member is adept at teaching his or her subject.

Ask yourself how much instruction the school offers. Does the school promise additional and unlimited assistance from your instructors if you encounter difficulty? Are the tests graded by the school or are they self-graded?

How much time do you have to finish the course? What if you decide to quit after receiving only a few of the lessons? Does the school abide by the liberal refund policy established by the National Home Study Council?

Is the school accredited? Don't be misled by mention of licenses which are rarely a measure of the quality of a school's educational program. A school must be licensed by the state to operate.

Don't be impressed by statements that a school is accredited by official sounding agencies. The National Home Study Council's Accrediting Commission is the only agency recognized by the U.S. Office of Education to accredit private home study institutions.

What Accreditation Means

The key to identifying a good home study school is that it is a member of the National Home Study Council. Only schools which are accredited can belong.

From its Washington, D.C., headquarters, the NHSC serves as a clearinghouse of information about the home study field and sponsors a nationally recognized accrediting agency for both private and nonprivate correspondence schools. Since 1926, the NHSC has set the standards for the home study field, promoting sound education and good business practices.

The independent nine-member Accrediting Commission of the National Home Study Council (five public members, four from within the home study field) was established in 1955 and shortly thereafter was approved by the U.S. Office of Education as the "nationally recognized accrediting agency" in its field. The public members of the commission include representatives with experience in industry, post-secondary education, business, government, and counseling.

In 1973 the NHSC Accrediting Commission was the first agency accrediting proprietary institutions to be recognized by the National Commission on Accrediting. The commission is a recognized member of the Council on Postsecondary Accreditation, a national organization which grants non-governmental recognition to postsecondary agencies. Although there are over eighty accrediting agencies in the United States, the Accrediting Commission of the National Home Study Council is the only one with a *majority* of public members. This ensures that its judgements are made from the viewpoint of the consumer rather than from the viewpoint of the school owner.

In judging a school, the National Home Study Council's Accrediting Commission checks to see that it has:

1. A competent faculty.
   a. A qualified person must serve as the director of education. He runs the educational program and has a say in advertising, sales, and collections.
   b. Members of the faculty must be trained in the fields they teach, and there must be enough of them to give individualized instruction to each student.
2. Educationally sound and up-to-date courses.
   a. Courses must contain material that the student needs to succeed in his chosen field.
   b. Revision must be carried on in a logical manner so that the courses are not outdated.
   c. Instructional materials, devices, and services must be adequate.
3. Careful admissions policies.
   a. Students who have little chance of success because of educational qualifications, aptitude, or employability

THE WHITE HOUSE

WASHINGTON

April 21, 1977

I send warmest greetings to the participants in the Fifty-First Annual Conference of the National Home Study Council.

Home study is an important American institution that has helped enrich the lives of young and old alike. It has assisted thousands of our citizens in preparing for employment or job advancement, in studying for personal pleasure or in overcoming handicaps that might have prevented them from pursuing another form of educational activity.

Enabling some one and one-half million Americans to study by correspondence each year in a variety of fields from art to zookeeping, the one hundred and one member-schools of the Council are a major force in this nation's educational system.

Your excellent reputation is the direct result of your zealous efforts since 1926 to improve the quality of education offered by correspondence schools. The role of your Accrediting Commission in maintaining the present high standards is of great consequence to the schools, the students and to our society as a whole.

I welcome this opportunity to commend the Council and the delegates at this Conference for your contributions to American education. I wish you a successful and rewarding session.

Jimmy Carter

Home study is recognized as an important part of America's educational system. *(Courtesy NHSC)*

in the field should be discouraged from enrolling and advised to choose alternative fields.

b. No admission can be restricted on the basis of race, color, creed, country of national origin, or sex.

c. The written enrollment agreement and/or other written documents sent to the student must specify the nature and scope of the course, the services and obligations to which the school is committed, and the student's privileges and obligations, financial and other.

4. Amply demonstrated student success and satisfaction.
   a. A high proportion of students should be satisfied with the training and educational services.
   b. A satisfactory percentage of students should start the course, continue their studies, and finish.
5. Truthful advertising and promotion.
   a. Advertisements and field representatives of the school must make clear and honest statements.
   b. The school must follow the Accrediting Commission's standards to select, train, supervise, and compensate sales representatives.
   c. The Better Business Bureau, Chambers of Commerce, State Departments of Education, and nearly 400 other state, federal and local agencies may be asked about the reputation of the school.
6. Financial responsibility.
   a. The school must show that it can meet its financial obligations and the needs of its students.
   b. The school must have been in operation for two years.
7. Tuition policies.
   a. The amount of the student's obligation is clearly stated.
   b. The tuition covers all necessary course material, equipment, tools, and other supplies.
   c. Tuition collection practices and procedures must be fair.
   d. The school must abide by the tuition refund policies established by the Accrediting Commission of the National Home Study Council.

8. Plant and equipment.
   a. The building, work space, and equipment must comply with local fire, building, health, and safety codes.
   b. The building must be large enough and adequately equipped to handle the educational program of the institution.
   c. Educational records must be protected from fire and stored in a safe and readily accessible place. They must be maintained in accordance with sound educational, legal, and business practices.
9. Research and self-improvement.
   a. The school should show that it is trying to improve operating efficiency and service.
   b. Sound research procedures and techniques must be in use to measure the effectiveness and objectives of all educational programs.

Therefore, if a school is accredited by the Accrediting Commission of the National Home Study Council, you can be sure that it is reputable. Before enrolling, make certain the school has this accreditation. If you are given any answer other than "yes," do not sign the contract. You will probably be wasting your hard-earned money.

You can also check with your local Better Business Bureau or, better still, the BBB in the city where the school is located, but you will seldom get a full and complete answer unless the agency has had numerous recent complaints. You can also contact the personnel office of a local firm employing people trained in the field you wish to enter. However, as a practical matter, personnel officers are often unable to give you anything other than their impression of correspondence study in general. They will seldom be able to make specific comments about the value of one school over another.

In some instances, you can get the names of former students from the school. However, this method is not very useful. Naturally, the school will only give you the names of students who successfully completed the course, and their judgement may be of no use to you. Furthermore, many

people will not enjoy being contacted in this manner and you will not get useful answers. Make your judgement primarily on the basis of NHSC accreditation.

How Valid Are the Certificates, Diplomas, and Degrees?

According to statistics published by the U.S. Government, two out of every five American adults have never graduated from high school. People without a high school diploma have more difficulty finding jobs and earn less over a lifetime than do high school graduates.

Getting a high school diploma can help you to improve your future, qualify you for a new job or career, and give you great personal pleasure and satisfaction. You can get a high school diploma through the American School, ICS, LaSalle Extension University, or the Home Study Institute. In addition, other schools offer courses to prepare you for the high school equivalency certificate which can be obtained by passing the General Education Development Test (commonly called the GED test). There are five parts to this test: social studies, natural sciences, mathematics, English grammar, and English literature. It is offered in Spanish in 29 states.

Some home study courses require you to have a high school diploma or the equivalency certificate before you can enroll. Once you have a high school diploma or the equivalent certificate (from the GED test), you can earn a college diploma.

Many people want the prestige of a college diploma, but they do not want to spend four years or more sitting in classrooms to get it. In fact, many of these individuals would be wasting their time in doing so, for they have learned a lot on their own. The classes in which they would have to sit would teach them nothing they did not already know. If this describes you, you'll be interested in knowing there is a perfectly legal and valid way to get a degree – entirely through correspondence study, through a combination of correspondence study and resident study, and through examinations or individual assessment.

The Center for Degree Studies, a division of ICS (International Correspondence Schools), offers career-oriented college degrees that are accredited by the Middle States Association of Colleges and Secondary Schools. The degrees are authorized by the Department of Education of the Commonwealth of Pennsylvania. ICS courses are accredited by the National Home Study Council.

The Center offers the following degrees: A.S.B. (Associate Degree in Specialized Business) and A.S.T. (Associate Degree in Specialized Technology). The A.S.B. is given in business management or accounting. The A.S.T. is given in chemical engineering technology, civil engineering technology, electrical engineering technology, electronics technology, mechanical drafting and design technology, and mechanical engineering technology.

Advanced standing may be given on the basis of previous college level education or experience and through examinations. For transfer, only courses passed with a grade of "C" or better from an accredited institution are acceptable. Experience is evaluated through CLEP tests or through assessment by the Life Experience Center at Edinboro State College. The CLEP Tests (College Level Examination Program Tests) are college equivalency examinations that can be substituted for classroom experience. The judgement of how much credit a student may receive is made by the Center for Degree Studies. However, students must complete the equivalent of one semester in courses taken through the center. A "C" average for the minimum 60 semester hours is required for graduation. Some programs require a two-week laboratory training session at a college designated by the center in addition to home study.

If you have graduated from high school or have a GED certificate, you can enroll in college level courses through the Home Study Institute in Takoma Park, Washington, D.C. If you haven't graduated from high school but are over twenty-one, the institute may permit you to take college level courses, if you show that you can do the required work.

Ordinarily, you would enroll for one college level course at a time. If you can study full time, you may carry two or three courses. The number of hours of correspondence credit

that may be accepted toward degree requirements is decided by each college or university to which you would transfer. The Home Study Institute does not offer a college degree. It is accredited by the National Home Study Council's Accrediting Commission.

In cooperation with the Home Study Institute, Columbia Union College in Takoma Park offers an associate degree and a bachelor's degree that you can earn completely at home. Grantham College of Engineering also offers an accredited degree program.

However, you may not need a degree. If you take a course in locksmithing so that you can start your own business, you have little to gain by getting a bachelor's degree. Instead, take the course for its sake alone.

Unfortunately many people have the wrong idea about the value of a piece of paper called a diploma. Unscrupulous promotors often advertise "doctorates" and similar degrees for sale. You can see these "phony" degree ads in magazines and newspapers. Don't waste your money. These are no more than worthless scraps of paper. You may even run into legal trouble if you try to use them in getting a job.

Employers do not ask to see a diploma as proof of your abilities. Instead, the standard procedure is to write or phone the people at the school whom you have given as references and ask the school registrar to send them a copy of your transcript. This document is a list of all the courses you took at the school and the grades you received. Obviously, a phony "diploma-mill" cannot supply such official records.

Of course, the main point is that if a job requires training, get that training honestly and legally.

Another form of recognition for the skills you have mastered is through national certification examinations. Such tests are offered only to automotive mechanics at the present time, but the idea has been so well received that such tests may be offered in other service trades.

These tests are a way of recognizing qualified mechanics and weeding out incompetent ones through regulation by the industry instead of the government. Since 1972, the National Institute for Automotive Service Excellence, Washington,

NRI training in automotive repair can prepare you to take the general automobile mechanic certification test. *(Courtesy NRI)*

D.C., has administered the tests and certified over 150,000 mechanics.

The certificate for general automobile mechanic is given to those mechanics who pass the test offered twice a year in 260 major U.S. cities. In addition, you must have two years' experience as a mechanic or one year of training (such as a good home study course) and one year of experience.

To apply, write to the National Institute for Automotive Excellence, 1825 K Street, N.W., Washington, D.C. 20006 and request a registration form and a bulletin of information that describes the test and gives sample questions. Complete the registration form and send it with the required fee of $10 plus $7 for each test to the Educational Testing Service, Certified Mechanic Program, Box 2611, Princeton, New Jersey 09450. You will be notified as to the testing site.

The test has three major parts: basic technical knowledge, repair skills, and diagnostic skills. There are eight different categories: engine repair, automatic transmission, manual transmission, front end, brakes, electrical systems, heating and air conditioning, and engine tune-up. If you eventually complete all eight tests, you will be certified as a general automobile mechanic.

There are additional certification tests for heavy-duty truck and bus mechanics and for body repair and painting.

When you pass the multiple-choice test, you will be awarded a certificate and shoulder insignia which will specify the areas in which you are certified. This certificate is valid for five years; then you are retested on new developments. If you fail the test, you are told where you need to improve.

It is obvious that such certification will be more rewarding to you as an automotive mechanic than a college degree. This well-recognized certificate will bring business into your shop or that of your employers because the public recognizes the value of a mechanic who can be trusted to know that he is doing.

In some areas, the local or state government regulates and licenses various trades. In some areas, such as electronics, the Federal Government gives licenses. It is unlikely that your professional training through home study would not be accepted, but naturally you should inquire through the school or through local tradesmen if you are unsure.

TURN THE LEARNING KEY

Home Study For Homemakers

When children reach school age, many women consider going to work either on a part or full-time basis. They not only want to work, but some must work to supplement the family income.

If a woman has no professional, para-professional or office skills, her opportunities in the job market are limited. Discouragement sets in when she reads the classified ads and realizes she has little to offer an employer.

A solution to this problem is to acquire additional education and training. The method may vary according to the person's individual goals. A convenient way to get this training, the National Home Study Council suggests, is by correspondence study.

In this manner a woman who needs to be at home with young children can learn at home, coordinating her study hours with other duties. With determination and discipline, she can successfully complete a course during her children's pre-school years, then, when they start school, she can enter the job market.

Here are some examples of women who have done just that.

Mrs. Mary Burton of Honolulu, Hawaii, is working toward obtaining her first class FCC radio-telephone license through correspondence study. She's involved in "ham" radio operating and has done volunteer work on an educational satellite radio station. "I'm not quite ready to work full time, as life still revolves pretty much around my children's schedules," says Mrs. Burton, but "I'm preparing for the next 'stage' at the same time."

Mrs. F. Bruce Dabney of Rockville, Va., lives on the family farm, Pine Top. She says it doesn't matter where you live, if you have talented services to offer people, they'll come to you. Mrs. Dabney began her career doing alterations on clothes in her home shortly after her son was born. She decided to go full steam into dressmaking and now, four correspondence courses and a number of years later, creates original designs for clothes and millinery.

9

Enrollment and How to Handle It

Home study schools enroll students by mail or through sales representatives. Although the process is simpler than enrollment in a resident trade school or a community college, you should have an understanding of several key points.

How to Enroll by Mail

Students who enroll by mail have ample time to look over everything the school offers before signing up. Like most students, you will send for information from several schools and then compare them. You will look at price first and then you will see what each school offers for that price. You will examine the school catalog, the outline of the course of study, and the comments by students who have taken the course.

To compare your choices, make up a simple chart on a piece of lined paper. Draw one column for each school. List the advantages for the first school and then, moving on to the next column, the disadvantages. By putting your ideas down on paper, you will find it easier to arrive at a decision.

Remember, no two schools are exactly alike. Each school offers unique services and different treatment of subject matter. You will have to select the one which is best for you.

Before you sign the contract, read it thoroughly. Remember, enrolling requires a binding agreement between you and the school. The school agrees to provide educational materials, educational services, and instruction. You, the student, agree to pay tuition fees, to study, and to follow procedures set up by the school.

Enrolling Through Sales Representatives

The major difference between enrolling with a sales representative and enrolling by mail is that you usually have an opportunity to discuss the school and the course "in person" with an authorized representative of the school.

Although the school attempts to answer in its catalog all the questions that you could possibly raise, sometimes queries arise that only a qualified representative can answer.

For those schools using representatives to contact prospective students, a standard procedure is followed. The representative phones you to make an appointment at a time suitable to you to discuss your possible enrollment. He or she will then keep that appointment promptly.

If you deal with a sales representative from a school accredited by the Accrediting Commission of the National Home Study Council, you needn't worry. The representative has pledged to conduct business with you in an ethical manner. He will not discriminate against anyone on the basis of sex, race, age, creed, or country of national origin.

The representative will give you an honest picture of the school and what it can do for you. You'll find that a representative from an accredited school will not promise you a job (which would be impossible) or threaten that you have only one chance to sign up (you don't).

Sales representatives can be particularly valuable in helping you examine alternatives in courses that you haven't thought about. Sometimes, a representative may be able to give you enough information for you to decide that a course does not offer precisely what you are looking for. In any event, look upon representatives not as adversaries, but as sources of information about the school. Make good use of

NATIONAL HOME STUDY COUNCIL

CODE OF ETHICS
FOR SALES PERSONNEL AND AGENTS
OF ACCREDITED HOME STUDY SCHOOLS

Preamble

As a representative of an accredited home study school, I recognize that I have certain responsibilities toward students and the public.

I will observe fully the standards, rules, policies, and guidelines established by my school, the Accrediting Commission, the National Home Study Council, the Federal Trade Commission, the State Education Agency, and other legally authorized agencies.

* * *

I will adhere to high ethical standards in the conduct of my work, and to the best of my ability will:

1. Observe fully the rights of all applicants, and commit no action that would be detrimental to any applicant's opportunity to enroll because of his race, sex, color, creed, or national origin.

2. Never knowingly make any false or misleading representation to any applicant nor use any coercive practices in presenting information.

3. Enroll applicants only in the course or courses in which they have expressed their interest provided they meet the qualifications and standards established by my school for enrollment.

4. Provide applicants only with information authorized by my school regarding the occupational opportunities for graduates.

5. State accurately and clearly to prospective students the approvals, accreditations, business and employer recognition, and course acceptance accorded to my school.

6. Never use tuition assistance available from a governmental agency or other source as the primary inducement for enrollment.

7. Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other school, method of training, profession, or institution.

8. Discharge faithfully and to the best of my ability all of the duties and obligations I have as a representative of my school, observe all of the policies and procedures established by my school for my position, and know all of my obligations and rights as a school representative.

9. Reflect at all times the highest credit upon myself, my school, and the field of home study education, and always strive to enhance the reputation of my profession through my conduct as a home study school representative.

Here is the NHSC Code of Ethics.

them by listing your questions on a sheet of paper before they arrive for the appointment.

Whether you sign an enrollment form sent through the mail or handed to you by a representative, be sure that you read and understand it. Any alterations – oral or written – to the agreement are probably not meaningful or binding.

Ways to Pay Tuition

There are five basic ways to pay tuition at most schools: cash in full, monthly payments financed through the school, veterans benefits, government tuition assistance programs, and scholarships.

Cash-in-full payments are the best, of course, because you avoid having to pay any finance charges. Also, your investment is protected if you enroll at an accredited school, for you will get at least a partial refund if you drop out of the course before the halfway point.

Monthly payment plans, typically $25 down and $25 monthly, are used by most students. There is, of course, a finance charge but it is nominal, usually at or below prevailing bank rates. The advantage is that you can pay for your plan as you study. In cases where your employer reimburses you for courses that you have successfully completed, this plan usually is best, for you will be repaid either part or all of the total amount you have paid, including finance charges.

Some courses have a pay-as-you-go plan in which lessons are supplied as you make your payments, and some supply as many lessons as you need while your payments are established on a monthly basis.

Veterans' benefits under the GI Bill make training available to both veterans and personnel on active duty in the armed forces. You will find that it will be simpler and quicker to let the school handle your VA application form. To enroll, you fill out the school's standard application form and check the "GI Bill" box. Enclose your down payment.

The enrollment application becomes effective within ten days after you have submitted the application and a written

Cleveland Institute of Electronics, Inc.
1776 East 17th Street, Cleveland, Ohio 44114

Application For Enrollment

I hereby make application for the course indicated. If this application is accepted by the Institute, the provisions of this application shall constitute an agreement between the Institute and me. Upon acceptance of my enrollment at the school, a copy of my Application For Enrollment Form will be sent to me with my enrollment confirmation notice. If this application is not accepted, all funds remitted with this application will be promptly returned.

CIE Courses

Tuition Schedule

Check COURSE and PAYMENT PLAN desired

			PLAN A (Payment in full)	PLAN B (Monthly payment)
☐	1A	ELECTRONICS TECHNOLOGY	☐ $ 795.00	☐ $35.00 down and $35.00 per month until I pay $890.00
☐	1B	ELECTRONICS TECHNOLOGY with Laboratory	☐ $ 995.00	☐ $35.00 down and $35.00 per month until I pay $1,155.00
☐	2	BROADCAST ENGINEERING	☐ $ 795.00	☐ $35.00 down and $35.00 per month until I pay $890.00
☐	3	FCC LICENSE	☐ $ 695.00	☐ $35.00 down and $35.00 per month until I pay $770.00
☐	4	FCC LICENSE and COMMUNICATIONS	☐ $ 795.00	☐ $35.00 down and $35.00 per month until I pay $890.00
☐	5	INDUSTRIAL ELECTRONICS	☐ $ 795.00	☐ $35.00 down and $35.00 per month until I pay $890.00
☐	6	ELECTRONICS ENGINEERING	☐ $1,095.00	☐ $50.00 down and $50.00 per month until I pay $1,225.00
☐	7	ELECTRONICS TECHNOLOGY and ENGINEERING with Laboratory	☐ $1,995.00	☐ $50.00 down and $50.00 per month until I pay $2,500.00
☐	11	ELECTRONICS TECHNOLOGY and ADVANCED TROUBLESHOOTING I & II	☐ $2,095.00	☐ $50.00 down and $50.00 per month until I pay $2,600.00
☐	13	ELECTRONICS TECHNOLOGY and ADVANCED TROUBLESHOOTING II	☐ $1,895.00	☐ $50.00 down and $50.00 per month until I pay $2,350.00

(All enrollment processing and registration fees are included in the total cost for each course shown under Tuition Schedule.)

The following statement is required by the Federal Trade Commission:

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

Read carefully and check the box which describes your enrollment application status relative to the G.I. Bill:

☐ I believe I am eligible at this time for educational benefits under the G.I. Bill and plan at this time to apply for those benefits for this course.
☐ I am on active duty ☐ I am a veteran

☐ I believe I am eligible at this time for educational benefits under the G.I. Bill, but do not plan to apply at this time for those benefits for this course.

☐ I do not believe I am eligible at this time for educational benefits under the G.I. Bill, but plan to apply at a later date when I become eligible.

☐ I do not believe I am eligible at this time for educational benefits under the G.I. Bill.

Accepted by _____
REGISTRAR

Accredited by the Accrediting Commission of the National Home Study Council.
The Accrediting Commission has been approved by the U.S. Office of Education as a nationally recognized accrediting agency.

Enclosed is $_____ in U.S. dollars as required for the payment plan I have checked above. (For your protection, make all payments by personal check, money order, cashier's check or Western Union, payable ONLY to Cleveland Institute of Electronics, Inc. Do not send cash.)

I have read and understand the contents of this form and understand that all of the provisions are part of my Application for Enrollment.

_____
Applicant's Signature Date

_____
Print Name Here

AE-6/77
STANDARD

Modern contracts are written in clear English. If there is anything you do not understand, ask your lawyer before signing. *(Courtesy CIE)*

affirmation. This form will be sent to you from the school along with a VA form. Sign and return these forms and the school will handle the paperwork at no additional cost.

If you are not sure whether you are eligible for benefits, check with your local VA office. Veterans usually choose the lowest tuition plan because 90% of this amount is the maximum the VA will reimburse.

If you are planning to study under government tuition assistance programs, mail these forms when completed to the school with your enrollment application and your down payment. The school will then enroll you, complete the forms, and return them to you so that you can obtain the required loan from your bank or credit union. The school does not assist you in getting the loan. You may, in some cases, be able to get very low rates from a credit union or you may be able to take a long period of time in which to pay off the loan. However, you are still obligated to the school for your tuition, whether or not you obtain the loan.

Scholarships are offered by some correspondence schools to needy students. However, they are relatively uncommon. Few students take advantage of them because there are so many other ways of obtaining funds and because the monthly payment plan offers students a rate that they can afford to pay.

Understanding Your Contract

Your contract with the school may be titled "Tuition Protection Agreement," "Application for Enrollment," or simply "Contract." In all cases, what you will sign is a retail installment contract. In general, this legal term is of great importance to you if, like most students, you are serious about taking the course and intend both to complete it and pay for it.

However, if you decide to drop out of the course, you can't simply keep what you've received and stop sending in the payments you've agreed to send. If you've signed up with a school accredited by the Accrediting Commission of the National Home Study Council, however, you are protected

by a cancellation clause that you won't find in some other institutes.

Be sure that you understand that both you and the school are bound to this agreement and that you both will have to abide by it. Most people agree that this is a very fair and equitable arrangement, but be sure that you understand it from the start -- the same as with all contracts that you sign. Note that the contract also spells out exactly what the school will give you: the number of lessons, the amount of help, and any other materials which they will supply. Read it carefully so that there is no misunderstanding.

If you are under the compulsory school or legal age in your state, you may have to have your parent or guardian sign the form in addition to your signature.

Applications are accepted by the school on any weekday throughout the calendar year. A basic ability to read and write in the language the course is written in (some are in Spanish) is required to complete the course work. Many courses also require a basic understanding of arithmetic.

In some cases, you will be required to have a high school diploma or a GED certificate. This will be pointed out to you by the schools that require this. If you have any doubts, a letter to the director of the school will get you a swift and accurate reply.

No charge will be made if your application is not accepted. This is not true in public and private resident schools and colleges where you must pay a nonreturnable registration fee whether or not you are accepted.

It is not necessary for you to pay additional tuition fees or graduation fees to complete your course. All of the fees are stated at the beginning. There are no hidden or surprise costs such as those you might encounter at a resident school.

What Are Your Obligations?

In addition to making your monthly tuition payments on time, the school expects you to send your lessons in regularly. Some schools even require you to send the lessons and the payment at the same time. However, this may not

necessarily be on a monthly basis. Although you may set your own pace, the school will expect you to complete your program in a reasonable period of time, often two years. One reason for this is that things change rapidly in our society and if you took ten years to finish an electronics course, for example, much of what you would have learned in those first few years would be obsolete by the time you completed the course.

To remain on the school rolls as a good student and to earn a diploma, you must complete all assignments with a passing grade. Most schools use the following grading system (which is a bit tougher than the system used by many resident schools).

95–100	Excellent
90–94	Above average
80–89	Average
70–79	Below average
0–70	Failure

You are expected to maintain an average grade of 70 or better or a "C" average (if the school uses letter grades). Should you fail an examination, you will be allowed to take an additional examination in some but not all schools. If you fail the second time, you may be advised to drop the course; each course is handled on an individual basis. Your instructors will do everything possible to help you pass the course, but naturally you must do your best, too.

10

Getting Satisfaction From What You've Learned

Although many people take courses for self-improvement, others take courses to move up to a better job, to do well on the job they presently hold, or to enter a new field. Here's how you can use your training.

Training for Advancement

If you take a course to do better on the job you now hold, chances are that soon you will be promoted to a better position. Your bosses will see that you can handle one level of work and will be interested in trying you at another.

Most people would rather move up where they now work than change to a job with a different firm. There may be many reasons. They may have seniority, which gives them a degree of job security. They may have made many friends at the plant or office where they work. They may get along well with their boss, they may like the working conditions, or they may have extensive fringe benefits. It may simply be that they live close to work.

If you fit into this category, let your boss know that you are working on a course or that you have completed one that will make you a more valuable employee. If you request

them to do so. most schools will send letters to your employer, telling him that you have enrolled for a course. Most schools will be happy to send transcripts or records of your grades as well as notification of successful completion of the course.

Show your boss the work that you have done and explain why this will help you in working successfully at a higher level.

Can you use your study training to get a job? No school can promise that you will be able to get a job after getting a diploma, but most schools tell you how to seek employment or start your own business.

A useful placement method was developed by G. L. Royer, manager of the Career Guidance Department of the MTA Truck Driver School. "Although MTA does not make a guarantee of employment," says Royer, "we do assist you in finding employment by supplying you with a list of companies which have hired our graduates in the past, by sending your name to hundreds of trucking companies, and by keeping in touch with new openings in the trucking industry. However, you must be the one to contact the companies, take the tests, and obtain employment." Many, but not all schools, operate in the same fashion.

Follow these suggestions which are adapted from materials developed by the MTA Truck Driver School:

- Prepare a notebook or folder containing your resume or employment record, your grade sheet, your diploma, a catalog from the school, veterans discharge papers, and letters of reference. (If the company is interested, you will be asked to fill out an application form. Your references will be contacted by mail or phone to verify your employment record and education. However, your folder will make a good impression.)
- Decide which firms you will visit and find out a little about them. Don't simply read the want ads. Approach firms that do not have an ad in the paper.
- Visit the company in person. Do not phone. Ask for the name of the person who does the hiring. Don't let a receptionist or secretary turn you down. If someone tells

you there are no vacancies or that the firm requires some experience, say, "I understand that. However, I would like to speak to Mr. Smith." Be politely persistent.

• When you are interviewed, smile and say, "Good morning, Mr. Smith. I would like to talk with you about working for your company." Hand him your folder, relax, and continue smiling as long as it feels natural. Say, "I have been trained by XYZ School to be a sales representative. I understand that your firm is well respected in its field and I think I could be an asset to you." Let him look at your folder.

If the interviewer tries to put you on the defensive (it is a common tactic), try to answer his question by agreeing with him temporarily. Don't be antagonistic or disagree sharply. For example, through ignorance or to put you on the defensive, he may say, "No one can learn our business by going to a school." Answer, "Many people say that and I would have agreed with you if you had said that to me six months ago before I took this course, but now I think differently. Let me show you why I think my training has prepared me to enter your industry." Show him the school catalog at this point, noting the specific areas that you have studied. Show him your grade records. Then finish with, "You see, there is so much happening in your field today that a well-organized program like this is a necessity for someone who wants to enter it. I already have the theory behind me and even some practical training. I am willing to listen and follow instructions. I think my school records prove that. Would you give me a chance to show you what I can do?"

• If the interviewer asks you to come back in a week or two, mark the date down and come back. He may only be putting you off or he may have something in mind for you. If he turns you down, don't be afraid to ask him politely, "Sir, maybe I've said something to offend you or there is something in my record that you don't like. Please tell me what it is, because I would like to do something about my weaknesses. You can be frank." He may tell you how he feels. Do not try to argue or disagree with him at this point.

There is no way that you can win or persuade him. Instead, you can use this lesson to improve so that you don't make the same mistake again. Thank him courteously and leave.

- If he does make you a job offer and it is appealing, take him up on the spot. Naturally, you should have some idea of what you expect in salary and working conditions so that you can make this judgement.

If you accept a position, telephone the other interviewers who asked you to come back later. Tell them, "I have been offered a position and wish to thank you for seeing me." You will have left a favorable impression with them in case you decide to change jobs again.

Should You Start Your Own Business?

Starting a business is risky. However, you can do it if you plan carefully and thoroughly. You may start out slowly, part time. You may also choose to take home study courses in business management to improve your chances for success.

A person who has the ability to complete a home study course has enough drive and organizational ability to go into business for himself. However, you might also ask yourself if you find the security of a weekly paycheck important. You can make more money by working for yourself, but the income is usually very uneven and some people find that difficult to adjust to.

Are you a self-starter? As the owner of your own business, you must be able to do things on your own without anyone telling you what to do or when to do it. You should be able to get along well with others and you should be able to lead them. You must be able to accept responsibility – to be able to start something and see it through.

To succeed in your own business, you must be able to organize, to plan, and to be able to reorganize when things go wrong. This also means that you need to work long and hard. Owning your own business will probably mean that you will work longer hours than if you were working for someone else.

Perhaps most of all, you need to be able to make decisions. Not all of them will be good, however, but if your decision turns out wrong and you can't correct it, you shouldn't spend all your time rehashing it. You need to be able to make judgements on the basis of facts, and not on whims or hunches alone. You need to stick with it to see that you finish whatever you start.

Getting a Tax Break for Your Training

Training programs taken to improve skills required in your present business are a tax deductible business expense under IRS Regulation #1.162-5. Thus, the cost of your home study training may be deducted if you can show that your course is related to your job.

If, for example, you are a radio-TV technician and you take a course in CB servicing, it may be possible for you to deduct the cost of that training. The reason? You may need it to keep your servicing skills up-to-date.

On the other hand, if you want to take a course in home decorating just as a hobby, you can't deduct its cost. Nor can you deduct the cost of a course taken to get a new job in a new field.

However, you may be able to deduct the cost of a course taken to train you for a new business by charging it off as a start-up cost, which means part of the expense of starting a new business.

Under another IRS regulation, any financial aid you receive from your employer for education or training is tax-deductible by you. The education you get does *not* have to be job related. You can exclude from your gross income the tuition assistance received from an employer.

The tax laws are very complicated and frequently change, so the information given here is subject to a wide latitude of interpretation. Therefore, consult your local IRS office or your own accountant.

Don't forget that, at the least, you can deduct the interest that you are charged if you pay for your course on the installment plan.

How Good Was the Course?

How can you measure the effectiveness of any school? One way is by measuring student success and another way is by asking its graduates what they thought of their training. The American School, in order to determine the status and success of its students, inquires regularly of registrars of institutions of higher learning for this information. Records indicate that American School graduates achieve better grades than the average student in these institutions.

For example, the academic standing of 1090 former American School students as reported by the registrars of their colleges is as follows:

Academic Standing	Number	Percentage
Excellent	223	20%
Above Average	399	37%
Average	364	33%
Below Average	86	8%
Failing	18	2%
	1090	[illegible]

Obviously, with 57% of the students doing better than average work and 33% doing average work, the vast majority of students are doing well. Therefore, we can conclude that American School graduates who have learned their secondary school subjects entirely through correspondence study tend to do well once they get into college.

Another way of measuring student success is through checking how many students are employed in the field for which they studied within one year after graduation. This is not always reliable, for many students take such courses only for pleasure and have no intention of working in the field. Yet, the statistics are interesting. When almost 1800 American School graduates were asked to evaluate the school, 98% said they would recommend the American School to their friends, and 94% reported that their self-confidence had improved after attending this school.

Other students have expressed their feelings in letters that they have written to instructors telling about their accomplishments:

• Todd C. Janorske of Severn, Maryland, enrolled at the North American School of Drafting and upon completion wrote to his instructor, "After beginning your course, my superior noted significant changes in the quality of drawings I produced, so much so that I have received an award for two consecutive years for outstanding performance on the job. I have also been promoted since beginning the course. Thank you so much for the opportunities open to me now . . . that I know would not have been possible without your help."

• Joe Umbertino of Glendale, Arizona, completed the salesmanship program at Southwestern Institute and wrote to his instructor, "I have just opened a general real estate office of my own. I feel as though the training received from STI has had a definite effect on my success and heartily recommend to anyone considering sales the professional training available at Southwestern Institute."

If you can say as much – and it is very likely that you will – then your home study education has been a smashing success.

In fact, you may succeed even if you don't finish the course, strange as that may sound. You can only find out if you have an aptitude for something if you try it, so you may actually benefit from trying out a subject and finding out that it really doesn't fit your interests. Many people dream of being electronics technicians, but find that they really aren't interested in the actual work itself once they try it; they are better suited for other things. There is nothing wrong with finding this out and making appropriate changes!

An even more interesting reason for not finishing a course often occurs. Sometimes students find that they are making so much money at what they've learned so far that they have no need to continue.

Don Bolander of Career Institute tells of a student who once enrolled in his real estate salesman license preparation course. The student never sent in any of the assignments, so Bolander telephoned him to find out what happened.

"Is there anything wrong?" asked Bolander.

"Oh no," said the student, his voice crackling with excitement over the wire. "I like your lessons just fine. I got them on Friday, studied them over the weekend, and completed them just in time for the real estate salesman's exam on Monday. I took the exam in the morning and passed and now I have my real estate license! As you can see, I don't need to finish the course."

There are many students like this in the world of home study. You can be one, too. Start right now!

NHSC Accredited Schools

The following is the Spring, 1979, listing of NHSC accredited schools. For full information about any course listed, please write directly to the school offering the course. For a current *Directory of Accredited Home Study Schools*, write to the National Home Study Council, 1601 18th Street NW, Washington, D.C. 20009.

Advance Schools, Inc., 5900 Northwest Highway, Chicago, Illinois 60631. Founded 1950. Courses in bookkeeping and elementary accounting, basic drafting, general office work, electrical service, wiring and appliance repair, radio & TV service and repair, refrigeration and air conditioning, small engine general service and repair, and supervisory management.

American Medical Record Association, 875 North Michigan Avenue, Suite 1850, Chicago, Illinois 60611. Founded 1928. Courses in medical record technology and medical transcription.

American School, 850 East 58th Street, Chicago, Illinois 60637. Founded 1897. Complete high school course.

American School of Interior Design, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Career Institute. Founded 1954. Course in interior design.

American School of Photography, 25 Andrews Drive, West Paterson, New Jersey 07424. A division of Career Institute. Founded 1922. Course in photography.

Andover Tractor Trailer School, Inc., Dundee Park, Andover, Massachusetts 01810. Founded 1971. Combination home study-resident course in tractor trailer driving.

Army Institute for Professional Development, U.S. Army Training Support Center, Fort Eustis, Virginia 23604. Founded 1976. US Army specialist and professional development courses. Enrollment is restricted to Active and Reserve Component military personnel, Federal civil service personnel, ROTC cadets, and allied military students.

Art Instruction Schools, 500 South Fourth Street, Minneapolis, Minnesota 55415. Founded 1914. Courses in art, poetry, fiction and nonfiction writing.

The Barton School, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1977. Course in medical and dental office assisting.

Bell & Howell Education Group, Inc., 2201 West Howard Street, Evanston, Illinois 60202. Founded 1931. New enrollments have not been accepted since January 20, 1976, and will not be in the future.

Belsaw Institute, 315 Westport Road, Kansas City, Missouri 64111. Founded 1962. Courses in locksmithing, small engine repair, upholstery, and vinyl repair.

Capitol Radio Engineering Institute (CREI), 3939 Wisconsin Avenue, N.W., Washington, D.C. 20016. A division of McGraw-Hill Continuing Education Center. Founded 1927. Courses in computer programming, engineering, and college level electronics subjects.

Career Institute, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Singer Communications Corporation. Founded 1947. Courses in photography, dress design, and interior design.

Central School of Insurance, 10 Brassie Court, Novato, California 94947. Founded 1957. Courses preparing insurance salespersons for the California Department of Insurance. Life, Disability and Fire & Casualty examinations.

Cleveland Institute of Electronics, Inc., 1776 East 17th Street, Cleveland, Ohio 44114. Founded 1934. Courses in electronics technology, broadcasting engineering, color TV troubleshooting, communications, engineering, and FCC license preparation.

Coast Navigation School, 22 N. Milpas Street, Santa Barbara, California 93102. Founded 1966. Courses in boating, seamanship, marine navigation, meteorology, and astronomy.

Columbia School of Broadcasting, 6290 Sunset Boulevard, P.O. Box 1970, Hollywood, California 90028. Founded 1964. Courses in announcing, FCC first class broadcast engineering, and radio-TV commercial writing.

Commercial Trades Institute, 6201 West Howard Street, Chicago, Illinois 60648. Founded 1942. Courses in air conditioning, automation, electronics, automotive mechanics, bookkeeping, building construction, color television electronics, drafting, general accounting, motorcycle mechanics, and small engine equipment mechanics.

County Schools, Inc., 3787 Main Street, Bridgeport, Connecticut 06606. Founded 1960. Courses in hotel-motel management, food and beverage controller, tractor trailer driving, and travel agent training.

The Customizing Center, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1975. Course in interior and exterior van customizing.

DeVry Institute of Technology, 2201 West Howard Street, Evanston, Illinois 60202. A division of Bell & Howell Education Group, Inc. Founded 1931. New enrollments have not been accepted since January 20, 1976, and will not be in the future.

Educational Institute of the American Hotel & Motel Association, Michigan State University, Stephen S. Nisbet Building, 1407 South Harrison Road, East Lansing, Michigan 48823. An affiliate of the American Hotel and Motel Association. Founded 1953. Courses in hotel-motel, club, restaurant and food service operations.

Electronics Technical Institute, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1901. Courses in electronics, computers, and radio-TV repair.

Extension Course Institute, United States Air Force, Gunter Air Force Station, Alabama 36118. Founded 1950. U.S. Air Force career development and specialist courses. Enrollment is restricted to active duty military personnel, civil service, reserve, National Guard, and other specified personnel.

Gemological Institute of America, 1660 Stewart Street, Santa Monica, California 90404. Founded 1931. Courses in diamond grading and appraisal, gem identification, colored stones, pearls, jewelry design, jewelry display, and jewelry retailing.

Grantham College of Engineering, 2000 Stoner Avenue, Los Angeles, California 90025. A division of Grantham Schools, Inc. Founded 1951. College level programs in electronics engineering and technology.

The Hadley School for the Blind, 700 Elm Street, Winnetka, Illinois 60093. Founded 1920. Over 100 courses offered. Courses for the blind in learning braille; high school, vocational, avocational, and college level subjects taught by braille or audio cassettes.

Heathkit Continuing Education, Heath Company, Benton Harbor, Michigan 49022. Founded 1973. Courses in modern electronic fundamentals, digital techniques and microprocessors, computer programming, amateur radio license exam preparation and automotive technology.

Hemphill Schools, 1743 South Vermont, Los Angeles, California 90006. Founded 1920. Courses in automotive, diesel, radio-TV repair, electricity, air conditioning, refrigeration, accounting, and English language. All courses offered in Spanish only.

Herzing Institutes, Inc., 161[illegible] Wisconsin Avenue, Suite 6186, Milwaukee, Wisconsin 53203. Founded 1965. Courses in data processing, medical transcription, and medical office assisting.

Home Study Institute, 6940 Carroll Avenue, Takoma Park, Washington, D.C. 20012. Founded 1909. Correspondence courses for kindergarten, elementary (grades 1-8), secondary (with diploma), college and adult education.

International Correspondence Institute, Chaussée de Waterloo 45, 1640 Rhode St.—Genèse, (Brussels) Belgium. A division of the Foreign Missions of the Assemblies of God, Springfield, Missouri. Founded 1967. Courses in bible studies, evangelism, and theological areas.

ICS-International Correspondence Schools, Scranton, Pennsylvania 18515. Founded 1890. Courses at the secondary and postsecondary level in technology, engineering, business, vocational trades, liberal arts, and specialized industrial subjects.

International School of Animal Arts, 351 East 61st Street, New York, New York 10021. Founded 1972. Course in poodle grooming.

Jewelry Design Center, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1976. Course in jewelry design and making.

John Tracy Clinic, 806 West Adams Boulevard, Los Angeles, California 90007. Founded 1942. Courses for parents of deaf children and deaf-blind children.

La Salle Extension University, 417 South Dearborn Street, Chicago, Illinois 60605. Founded 1908. Courses in high school subjects, business, vocational, and college level subjects, and interior decorating.

Lewis International School, 2301 Pennsylvania Avenue, N.W., Washington, D.C. 20037. Founded 1916. Courses in apartment house management, hotel-motel operations, housekeeping, and restaurant & club management.

Lifetime Career Schools, 2251 Barry Avenue, Los Angeles, California 90064. Founded 1944. Courses in landscaping, floristry, dressmaking, doll technology, and decorative crafts.

Lincoln Extension Institute, Inc., 1401 West 75th Street, Cleveland, Ohio 44102. Founded 1922. Courses in industrial supervisory and management development training.

Locksmithing Institute, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1948. Course in locksmithing.

Marine Corps Institute, Marine Barracks, Box 1775, Washington, D.C. 20013. Founded 1920. Courses to improve the general military and technical proficiency of Marines. Enrollment is restricted to active duty military personnel, retired Marines, reserve Marines, civilian employees of the armed forces, NROTC midshipmen, and allied military students.

Modern Gun Repair School, 4225 North Brown Avenue, Scottsdale, Arizona 85251. A division of Modern Schools. Founded 1946. Courses in gun repair and advanced gun repair.

Modern Schools, 4225 North Brown Avenue, Scottsdale, Arizona 85251. Founded 1946. Courses in gun repair, advanced gun repair, Indian style jewelry, outdoor sporting goods repair, and small engine repair.

MTA Truck Driver School, P.O. Box 108, R.D. No. 4, Zeager Road, Elizabethtown, Pennsylvania 17022. A division of Professional Motor Transport Activities, Inc. Founded 1968. Combination home study-resident course in truck driving.

NAEBM-Westlawn School of Yacht Design, 733 Summer Street, Stamford, Connecticut 06904. A division of National Association of Engine & Boat Manufacturers, Inc. Founded 1930. Course in yacht design.

National Camera, 2000 West Union Avenue, Englewood, Colorado 80110. Founded 1952. Courses in photographic equipment repair and retail sales.

National Radio Institute (NRI), 3939 Wisconsin Avenue, N.W. Washington, D.C. 20016. A division of McGraw-Hill Continuing Education Center. Founded 1914. Courses in air conditioning, appliance servicing, radio-TV repair, automotive and small engine repair topics.

National Safety Council, Safety Training Institute, 444 North Michigan Avenue, Chicago, Illinois 60611. Founded 1913. Courses in safety supervision and human relations for first line supervisors.

National School of Conservation, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1958. Courses in conservation, wildlife management, and outdoor occupations.

National School of Dress Design, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Career Institute. Founded 1940. Course in dress design.

National Tax Training School, 8 Albert Drive, Monsey, New York 10952. Founded 1952. Basic and advanced federal income tax preparation courses.

National Technical Schools, 4000 South Figueroa Street, Los Angeles, California 90037. Founded 1905. Courses in electronics, appliance and radio-TV servicing, air conditioning, and automotive subjects.

Newport/Pacific High School, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1972. High School equivalency exam preparation course.

Newspaper Institute of America, 100 Mamaroneck Avenue, Mamaroneck, New York 10543. Founded 1925. Courses in journalism, fiction, nonfiction, and specialized writing.

New York Institute of Photography (NYI), 880 Third Avenue, New York, New York 10022. Founded 1910. Course in photography.

NHAW Home Study Institute, Northamerican Heating & Air Conditioning Wholesalers Association, 1661 West Henderson Road, Columbus, Ohio 43220. Founded 1962. Courses in heating, air conditioning, mathematics, electricity, and business management for contractors.

Niles Bryant School, 3631 Stockton Boulevard, Sacramento, California 95820. Founded 1898. Course in piano tuning.

North American School of Accounting, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1970. Course in accounting.

North American School of Animal Sciences, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1971. Course in veterinary assisting and animal sciences.

North American School of Conservation, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1959. Course in conservation, wildlife management, and outdoor occupations.

North American School of Drafting, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1966. Course in drafting.

North American School of Firearms, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1974. Course in gun repair.

North American School of Motorcycle Repair, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1973. Course in motorcycle repair.

North American School of Travel, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1966. Course in travel agent training.

North American Training Academy, Inc., 955 South Chapel Street, P.O. Box 8255, Newark, Delaware 19711. Founded 1970. Combination home study-resident course in tractor trailer driving.

Paralegal Institute, 5350 N. 16th Street, Suite 104, Phoenix, Arizona 85016. Founded 1974. Course in legal assistant training.

Park Management Associates, 3211 Pico Boulevard, Santa Monica, California 90406. Founded 1966. Courses in mobile home and recreation vehicle park management and mobile home and recreation vehicle sales.

Police Sciences Institute, 4500 Campus Drive, University Plaza, Newport Beach, California 92663. A division of North American Correspondence Schools—National Education Corporation. Founded 1977. Course in police sciences and investigation.

R & R Newkirk, Educational Department, 6213 La Pas Trail, Box 1306, Indianapolis, Indiana 46206. Founded 1914. Courses in life insurance, health insurance, investment property analysis, mutual funds, and Babe Ruth baseball coaching.

Ridge Truck Driving School, Route 3, Box 273, McDonough, Georgia 30253. Founded 1963. Combination home study-resident course in tractor trailer driving.

Rocky Mountain Training Systems, Inc., The Educational Plaza, 7350 North Broadway, Denver, Colorado 80221. Founded 1971. Courses in hotel-motel management and CB radio installation and repair.

School of Modern Photography, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1939. Course in photography.

School of Speedwriting, 55 West 42nd Street, New York, New York 10036. A division of The Bobbs-Merrill Educational Publishing Co. of the Howard W. Sams & Co., Inc. Founded 1942. Courses in Speedwriting shorthand and typing.

Security Systems Management School, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1974. Course in design and installation of security systems and burglar alarms.

Seminary Extension Home Study Institute, Southern Baptist Convention Building, 460 James Robertson Parkway, Nashville, Tennessee 37219. Founded 1951. Courses in Bible, Christian doctrine, Christian history, religious education, and pastoral work.

Southeastern Academy, Inc., 2333 E. Spacecoast Parkway, Drawer 1768, Kissimmee, Florida 32741. Founded 1974. Combined resident-home study courses in airline travel career training and fashion merchandising.

Southern Career Institute, 1580 N.W. Second Avenue, Boca Raton, Florida 33432. Founded 1976. Course in legal assistant training.

Southwestern Institute, 10321 N. 32 Street, Suite E, Phoenix, Arizona 85028. Founded 1963. Course in professional salesmanship.

Stock Market Institute, Inc., 715 E. Sierra Vista Drive, Phoenix, Arizona 85014. Founded 1931. Courses in stock market analysis, trading, and tape reading.

Technical Home Study Schools, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Singer Communications Corporation. Founded 1939. Courses in upholstering, locksmithing, photography, business machine repair, conservation, electronics, security systems, and insurance investigation.

Transport Careers, Inc., 325 N. Taylor Road, Garrett, Indiana 46738. Founded 1971. Combination home study-resident course in truck driver training.

Truck Marketing Institute, 1056 Eugenia Place, P.O. Box 188, Carpinteria, California 93013. Founded 1964. Courses in truck selection and application.

Typewriter and Business Machine Repair School, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1959. Courses in typewriter and business machine repair.

Universal Schools, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1950. Courses in legal investigation and insurance adjusting.

Upholstery and Decorating School, 1500 Cardinal Drive, Little Falls, New Jersey 07424. A division of Technical Home Study Schools. Founded 1947. Course in upholstery and slip covering.

U.S. School of Music, Inc., 417 South Dearborn Street, Chicago, Illinois 60605. A division of La Salle Extension University. Founded 1898. Courses in playing musical instruments.

Washington School of Art, 417 South Dearborn Street, Chicago, Illinois 60605. A division of La Salle Extension University. Founded 1914. Courses in art.

Wayne School, 417 South Dearborn Street, Chicago, Illinois 60605. A division of La Salle Extension University. Founded 1943. Complete high school course.

Writers Institute, 100 Mamaroneck Avenue, Mamaroneck, New York 10543. A division of Newspaper Institute of America. Founded 1925. Courses in journalism, fiction and nonfiction writing.

Yacht Design Institute, Brooklin, Maine 04616. Founded 1969. Course in small craft design.

SEAL OF QUALITY FOR HOME STUDY SCHOOLS

Imagine learning a completely new job every five to six years! In today's world of rapidly developing technology there's a good chance that you will. Experts predict that in the working lifetime of an average American, five to nine changes in occupation will not be unusual. To make a change in occupation successfully, more education and training will almost always be required. For many, correspondence courses are an ideal way to prepare for a change.

Home study offers an opportunity to those who are unable to attend regular classes at a school or college to obtain new skills or gain increased knowledge. If you are thinking about furthering your education through home study, be sure the school you select is accredited by the Accrediting Commission of the National Home Study Council.

Just as schools are examined by accrediting agencies, these agencies are evaluated by the U.S. Office of Education. The Accrediting Commission of the NHSC is the only one which the U.S.O.E. has approved as "a nationally recognized accrediting agency" for home study schools. The Accrediting Commission is also a recognized member of the non-governmental approval organization, the Council on Postsecondary Accreditation (COPA).

What does accreditation mean to home study students? It means that the school has been thoroughly examined and meets the following standards:

- It has a competent faculty.
- It offers educationally sound and up-to-date courses.
- It carefully screens students for admission.
- It provides satisfactory educational service.
- It has demonstrated ample student success and satisfaction.
- It advertises its courses truthfully.
- It is financially able to deliver high quality educational service.

This seal identifies a quality school.

When selecting a home study school look for the seal of accreditation in the school advertisements and literature. It's your best assurance of educational quality. Or, if you're interested in finding out what courses are available from accredited schools, send a postcard to the National Home Study Council, 1601 18th Street, N.W., Washington, D.C. 20009. A Directory listing accredited schools will be sent without charge.

About the Author

G. Howard Poteet, a nationally known scholar, educator, and writer, holds three advanced degrees, including a doctorate from Columbia University. He has also had in-depth experience as a home study student, having taken correspondence courses in photography (School of Modern Photography), electronics (NRI), police science (Police Sciences Institute), law (LaSalle Extension University), memory and conversation (Career Institute), cartooning, real estate, and other subjects. During his writing career, he has published extensively on a wide range of subjects, from articles in scholarly journals to award-winning books on popular subjects. As an educator, he has studied Slavic languages in Warsaw at the invitation of the Polish government, has headed national committees investigating scholarly problems, and has been a major speaker at national conventions of educational organizations. Dr. Poteet is listed in *Who's Who in the East, Contemporary American Authors,* and other directories.